

Administration

Andrea Celico, Ph.D., Superintendent
Cassandra J. Johnson, Ph.D., Assistant Supt.
Janet Pavlic, Treasurer/CFO
Jerry Zgrabik, Business Manager



Board of Education

Barbara A. Patterson, President
Robert C. Kennedy, Vice-President
Phil Stevens
Joseph V. Mestnik
Tim Tench

Job Description

Serving Bedford, Bedford Heights, Oakwood Village, Walton Hills

Position Title: MS Newspaper Advisor

Location: Heskett Middle School

Position Type: Stipend

Responsible To: Building Principal

Contract Amount: Category H

Purpose:

In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group. The advisor will assist to facilitate activities that will assist in the development of good student leaders. They will facilitate a forum in which students can communicate school related class issues, and promote school activities.

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university preferred
- Teaching Certificate or Licensure preferred
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate
- Experience with organizing activities and facilitating student groups

General Responsibilities:

- Report on news from the building and the groups like student of the month, sports, clubs like Robotics and Art Club, etc.
- Maintain a platform to communicate with parents about upcoming events as well as to provide a synopsis of previous events
- Teach students interviewing techniques and how to write to deadlines
- Teach students about how to write newspaper/newsletter format, how to use direct quotes and how to paraphrase, and practice with formulating questions and knowing what is happening in the building each month in addition to:
 - Oversee proofreading, layout, design and sales
 - Coordinate all aspects involved in publication of school annual
 - Serve as editor-in-chief
 - Maintain respect at all times for confidential information

- Interact in a positive manner with staff, students, and parents
- Counsel and coordinate advertising activities
- Instruct students in journalism style, proofreading, editing, layout, design and sales
- Make contact with the public with tact and diplomacy
- Coordinate writing, editing, proofreading, and layout activities
- Assist students on how to effectively report the academic projects, curriculum initiatives
- Work collaboratively with parent groups and administration
- Organize all working committees and prepare schedule for committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent/designee

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Time commitment/responsibilities:

- Quarterly meeting with entire senior class (approx. 2 hours per quarter)
- Monthly meeting with student and parent leaders/ members (approx. 2 hours per month)
- Planning time, after school hours, for fundraisers (time varies)
- Fundraisers, after school and/or weekends
- Planning time, after school hours, for class events (time varies)
- Attend class events, after school and/or weekends
- Time designated to collect senior class fees - after school hours
- Time designated to complete paperwork - after school hours

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Revised date January 6, 2020