

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

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**JOB TITLE:** Newspaper Advisor

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**EXEMPT:** Yes  
**SALARY LEVEL:** Per Master Contract  
**LOCATION:** Plymouth Community High School  
**REPORTS TO:** Principal  
**LENGTH OF WORK:**

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**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

- I. **Organization and Supervision – student staff deployment**
  - A. To organize an editorial staff and delegate authority to that staff.
  - B. The advisor selects editor-in-chief and all page editors, as well as the photography editor and darkroom manager.
  - C. The advisor will teach students all journalism techniques needed to create a newspaper: principles of journalism writing, layout, typography, and picture composition.
  - D. The advisor will act as a general overseer and coordinator of all activities necessary for written or pictorial coverage of news events within the building or related to school business for use in the school newspaper, Ye Pilgrim.
  - E. The advisor will help promote a working atmosphere in the journalism classroom.
  
- II. **Content Review**
  - A. The newspaper advisor will not act as a censor, but when good taste, the laws of libel, or the objectives of the newspaper (as stated by the staff and advisor) are being violated, he/she will point out such errors and work with the staff to correct them.
  
- III. **Publication**
  - A. The advisor will travel to and from commercial printing firms, retail stores and other places of businesses as necessary for purposes of producing a publication.
  
- IV. **Sales and Distribution**
  - A. Distributions and sales of newspapers (Ye Pilgrim and Computer Page) to students will take place on a regular basis. “Regular basis” shall be determined by the advisor along with the editorial staff and shall be determined by the specific needs of the building and available funds.
  - B. Ye Pilgrim will be sold as a monthly publication whereas the Ye Pilgrim Computer Page will be distributed weekly.
  
- V. **Budget**
  - A. The advisor will oversee the budget of Ye Pilgrim whenever school funds or sales receipts are used.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Certified teacher and employment with the Plymouth Community School Corporation if required by the IHSAA; or related experience and/or training.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

**MATHEMATICAL SKILL:**

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The working environment is mainly indoors other than routine errands.

There are no environmental hazards indicated for this position.

**TERMS OF EMPLOYMENT:**

Salary as per Master Contract.

**EVALUATION:**

Annually.

*Revised 2/5/01*