

Tri-County Area School District  
Plainfield, WI 54966

### Job Description

JD CC 231  
Updated: September 2009

**Position Title:** Student School Newspaper

#### Qualifications:

- Licensed and certified teacher, administrator or counselor as required by the Department of Public Instruction and/or individual with experience or interest in writing projects.
- Ability to relate with students.
- Ability to coordinate, organize and work well with students, parents, staff, administration and coaches.
- Ability to accept constructive criticism and direction from supervisors.
- Ability to follow work rules and procedures.

**Immediate Supervisor:** Building Principal or District Administrator

#### Position Function:

Through one of the academic classes produce a student school newspaper using students as writers and editors for the articles.

#### Specific Responsibilities:

1. Work with students to formulate a school newspaper staff and assist the students in writing, editing and putting together a student school newspaper.
2. Assist the students in the taking of pictures of other students doing various school related activities and help students to include photos in the newspaper through the use of computer technology.
3. Develop a yearly budget for the student school newspaper and submit the budget for district approval.
4. Work with other staff to publicize the merits of a student school newspaper and solicit their support.

**Evaluation:** Performance of this job will be evaluated within the provisions of the Board's policy on Evaluation of employees. Evaluation is done by the Building Principals