

# School Newspaper Advisor

## Job Description

### Qualifications:

1. Certified as a teacher by the West Virginia State Board of Education.

Immediate Supervisor: School Principal

### Duties and Responsibilities:

1. Develop, implement, and manage the school newspaper program within the guidelines provided.
2. Foster a climate conducive to learning.
3. Supervise members of the school newspaper staff whenever they are representing their school.
4. Promote good public relations for the school, community, and school system.
5. Establish and maintain an efficient record keeping system.
6. Promote and maintain positive student/teacher/parent relationships.
7. Maintain and upgrade his/her professional skills.
8. Perform other job related duties as assigned by the principal.

Jackson County Board of Education  
Date