



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE “B” JOB DESCRIPTION: LITERARY MAGAZINE ADVISOR**

### **QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience as a literary magazine advisor. (preferred)
3. Demonstrates organizational ability and skill in both interpersonal relations and communications.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or designee

**JOB GOAL:** To supervise and coordinate the preparation, marketing and distribution of the literary magazine as an artistic showcase for students' creative work while providing support to each participating student in achieving a higher level of personnel skill, an enhanced appreciation for discipline and teamwork, and an increased level of self-esteem.

### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership
  - a. Communicates with student body and encourages participation on the literary magazine staff.
  - b. Oversees and guides the determination of editors and the selection of the various staffs.
  - c. Meets regularly with editors to guide and coordinate the production of issues of the magazine.
  - d. Solicits student submissions for publications from students through their English teachers.

- e. Proofreads all submissions and advises the editors and staff concerning journalistic skills, grammar, and mechanics.
  - f. Counsels staff on content and exercises authority to keep the publication from being libelous, destructively offensive, or in poor taste as a reflection of the school.
  - g. Reviews and approves the final layout of the literary magazine.
  - h. Files entry forms for appropriate literary workshops or contests.
  - i. Initiates any transportation arrangements necessary for activities related to the literary magazine.
  - j. Participates as needed as a functionary during workshops, competitions and other activities related to the literacy magazine.
  - k. Submits budget needs annually to the principal in accordance with established timelines and guidelines.
  - l. Orders all supplies necessary for activities related to the literacy magazine.
  - m. Accounts for all funds including, but not limited to monies obtained through fund raising efforts.
2. Student Management
- a. Provides supervision of all students involved with the literacy magazine during all times of involvement and oversees penalties for violation of such standards as stipulated by Board policy and school procedures.
  - b. Maintains necessary staff list, attendance forms, eligibility records and similar paperwork and provides information to the principal as requested.
3. Professional Development
- Participates in continuous study and/or attends relevant conferences and/or workshops to maintain and enhance own knowledge in preparing the literary magazine in accordance with district guidelines and budget allocations.
4. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff especially to encourage the submission of student work to the literacy magazine.
  - b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/community as appropriate.

- c. Promotes awareness of the literacy magazine by providing information to the principal and other relevant audiences.

5. Other Assigned Duties

Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal and/or Superintendent.

**TERMS OF EMPLOYMENT:** Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**SOURCE:** Regular Public Board Meeting

**DATE:** March 22, 1995