

TITLE/POSITION K-8 School Newspaper Coordinator

SUPERVISOR Principal

EVALUATION Principal

CERTIFICATION REQUIREMENTS Certified Teaching Certificate.

ADDITIONAL REQUIREMENTS
QUALIFICATIONS
TERMS OF ADDENDA Addenda/Extra Duty employment is term specific with no right of continuation. Remuneration is per the Board approved schedule. The administrator has the right to recommend a pro-rated addenda/extra-duty stipend based on completion of responsibilities. Should you be unable to fulfill your contractual obligation, the amount will be pro-rated upon actual days completed.

ADDENDA TYPE SELECT ONE
 Flat Rate **NOTES:** \$1000 Annually
 Per Diem
 Formula

ITEMS REQUIRED AT THE START OF PROGRAM
DUE DATE: _____

EMPLOYEE SIGNATURE: _____

COMPLETION DATE: _____

1. Advertise and promote the services of school newspaper
2. Supervise student workers
3. Provide Purpose and schedule of editions that will be sent out throughout year
4. Provide details about how you will select student workers and meeting dates/times
5. Determine how the club will earn money to cover supplies for production

ITEMS REQUIRED AFTER THE START OF PROGRAM
DUE DATE: _____

EMPLOYEE SIGNATURE: _____

COMPLETION DATE: _____

1. Maintain production, organization, and release of school newspaper
2. Supervise all student helpers
3. Supervise the ordering of products

ITEMS REQUIRED AT COMPLETION OF PROGRAM
DUE DATE: _____

EMPLOYEE SIGNATURE: _____

COMPLETION DATE: _____

1. Give post year feedback to all student helpers
2. Re-evaluate program and give feedback
3. Review club and submit celebrations and next steps for continuous improvement

COMPLETION OF ADDENDA **SUPERVISOR SIGNATURE** _____ **DATE** _____

****Your employment is "at will" and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Board action. No legitimate expectation of continued employment is created by this notice of appointment, understandings with the District or its agents, interpretations of Board policies, salary/compensation schedules, job descriptions or documents generated by the District.**