

TITLE: LITERARY MAGAZINE ADVISOR

QUALIFICATIONS: New Jersey Teaching Certificate.

REPORTS TO: Superintendent and Principal

TERMS: School Year (10 Months)

RESPONSIBILITIES INCLUDE:

1. Actively seeking students to participate in the publication of the Literary Magazine.
2. Oversee students in editing, typing and coordinating the publication of the magazine.
3. Instill in students a sense of pride and accomplishment for their participation in the publication of the magazine.
4. Discuss all budgetary matters with Principal.
5. Contact printer for publication of magazine.
6. Oversee and be responsible for all articles and art work submitted for publication.
7. Obtain permission from Principal when participating in any extraordinary activity related to the magazine.
8. Carry out any other duties as deemed necessary by Superintendent and Principal as related to the above.