

# SUPPLEMENT PERFORMANCE RESPONSIBILITIES

**TITLE:** Newspaper Sponsor (High School)

**QUALIFICATIONS:**

- Preferred - Valid Florida Educator's Certificate in appropriate subject area.

**REPORTS TO:** Principal

**SUPERVISES:** Student newspaper staff

**JOB GOAL:** Introduce students to all areas of newspaper production.  
Produce a school newspaper on a regularly scheduled basis.

**PERFORMANCE REPOSIBILITIES:**

- To teach students fundamentals of newspaper production: editorial, business and mechanical.
- To supervise:
  - Editorial:  
(Lay-out, assignments of stories, interviews and research, writing, editing, preparing copy for type-setting.)
  - Business:  
(Contacting and selling advertising to finance the entire cost of the paper, designing and placing ads.)
  - Mechanical:  
(Copy reading, paste-up for camera-ready flats).
  - Production:  
(Printing or copying of papers.)
  - Distribution:  
(Delivery of papers to all students and faculty and exchange papers.)
  - Accounting:  
(Billing and collecting ad money and turning into internal accounts.  
Keeping books and dispersing money.)

**TERMS OF EMPLOYMENT:** Annual Appointment by Principal

**EVALUATION:** Staff critique at distribution of each paper; student/faculty reaction and comments. Sponsor is evaluated by regular administrative evaluations.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT – Employee's Name)

Reviewed and agreed to by: \_\_\_\_\_ Emp. ID #: \_\_\_\_\_  
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%  
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**