

BALTIMORE COUNTY PUBLIC SCHOOLS

Extra Duty Activity (EDA)

Name of EDA:	School Newspaper
School Level:	Elementary, Middle, and High

Description of Activity: Under the direction of the principal, the newspaper advisor serves as faculty sponsor for the school newspaper and plans, organizes, and coordinates activities and lessons associated with the production and distribution of a school newspaper. The advisor is responsible for integrating the use of technology while teaching the principles and practices of standard and scholastic journalism and newspaper production. A minimum of three issues per school year, with a minimum of four to eight pages per issue, should be produced.

The newspaper advisor should have knowledge of the principles and practices of scholastic journalism, which include researching, interviewing, writing, and editing. Thorough knowledge of technology and the procedures used to produce a newspaper are necessary. The advisor should also be able to work with a variety of students who possess different levels of ability.

Link to the Blueprint for Progress: Students are provided with the opportunity to participate as members of a school newspaper staff and are oriented in a role as scholastic journalists. Time management skills are promoted through setting article guidelines and deadlines for publication. Students will be able to develop their oral and written communication skills, as well as enhance their technology skills as they are integrated into the teaching and learning process. The newspaper publication will inform the school community of relevant news and events. The role of the newspaper advisor supports the *Blueprint's* Performance Goals 1 and 6.

<i>Examples of Specific Duties of this EDA Sponsor</i>	<i>Estimated Hours</i>
---	-------------------------------

Preparation and Planning	45 – 70
<ul style="list-style-type: none"> • Researches and selects platforms or methods of publication • Recruits students to become staff members by creating posters, writing morning announcements, holding interest meetings, and visiting feeder schools • Solicits funding for publication expenses • Prepares technology and other resources such as software, computers, servers, scanners, and digital cameras as necessary • Prepares guidelines and expectations for student participation • Creates computer lab contracts • Distributes and collects permission slips • Prepares relevant lessons to improve the oral and written communication skills of students 	

Meetings 45 – 70

- Meets with the principal to discuss the newspaper staff meetings, goals, and necessary funding issues
- Conducts regular weekly staff meetings before or after school or to complete the production of the newspaper

Other EDA Duties 50 – 90

- Prepares the newspaper for publication
 - Reviews student work for appropriateness and initiates changes as needed
 - Proofreads copy for errors in text and captions
 - Checks resolution of photographs to ensure high quality
 - Advises students on content
- Prepares a final draft of the newspaper for distribution
 - Sends the newspaper to the printer
 - Works with the publishing companies to troubleshoot errors
 - Determines the appropriate number of copies for school/community
- Coordinates the distribution and/or sale of the newspaper
 - Sets guidelines and action plan
 - Assigns sales and distribution duties to staff members
- Manages newspaper fiscal accounting and funding
 - Makes deposits to the school bookkeeper
 - Using school budget, pays necessary bills
 - Purchases supplies needed to maintain quality of product

Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 140 - 230

Minimum Number of Students Required: 5

Annual Compensation

Newspaper is a Level II, Level III, and Level IV activity.