Cape Elizabeth High School LITERARY MAGAZINE (The Bartleby)

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. CEHS teacher or staff member preferred.

III. An adult with a strong organizational and communication skills who is familiar with and able to effectively instruct students in a variety of genres of writing (primarily but not only creative writing such as poetry, short stories, and the like) and able to effectively work with a small group (usually 6-10) of interested students to gather student-created writing and visual work and put together an annual publication of that student work in the "Bartleby".

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Group of approximately 6-10 students interested in writing, with an emphasis on creative writing, and able to solicit writing and visual work from their fellow students.

JOB GOAL:

To provide an outlet for publication of creative, student-created work (both literary and visual) to an authentic, varied audience of parents/guardians, students, and community members. By sharing the work, student contributors become more sensitive to the demands of writing and producing for an audience and shaping their voice to match a particular audience. At the same time, the Bartleby provides an outlet for and recognition to students whose talents would in many cases go otherwise unrecognized. The group of students who work closely to assemble the annual "Bartleby" develop editing, design, and composition skills that they can apply in other school, college, and job settings in the future. Their teamwork skills are incidentally enhanced.

PROFESSIONAL RESPONSIBILITIES:

I. To oversee the Literally Magazine budget.

II. To coordinate and advise students during regular (usually every other week) meetings.

III. To work with the student members to arrange for communication about the Bartleby and for solicitation of student contributions.

IV. To act as an ambassador for the literary magazine to teachers (particularly English and art teacher) to encourage them to encourage students to submit work for publication in the Bartleby.

V. To instruct and develop student members' writing, editing, and design skills, and apply those skills to the creation and annual publication of the Bartleby literary magazine.

VI. To communicate with the Principal concerning matters connected to the Bartleby.

VII. To communicate clearly, as necessary, with parents/guardians and with other members of the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the literary magazine.

VIII. To coordinate and supervise the logistics (design, assembly, editing, publication, printing, distribution) associated with the annual publication of the Bartleby.

IX. Other duties assigned by the Principal.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Principal or Assistant Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved: November 9, 2010

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