CEMS News Crew

TITLE: CEMS News Crew

QUALIFICATIONS:

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

REPORTS TO: Middle School administration

SUPERVISES: 5th through 8th grade students who choose to participate on the news crew.

JOB GOAL:

Students create newscasts. Students select topics (questionable ones require administrative approval) and are responsible for writing, filming, and editing.

PROFESSIONAL RESPONSIBILITIES:

The news crew advisors communicate with students to inform them when the meetings are to be held. The advisors will assist students in the newscast creation process. The students use a video camera to film story content and will use word processing, video/sound editing programs on the computer.

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 building 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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