TJHSST YEARBOOK STAFF MANUAL

Adviser Job Description

Techniques is a student-run publication. As such, all content decisions will be made responsibly by the editorial board. As adviser, I will:

- Keep track of the budget. The final say on any additions to the base contract rests with me, but I promise to honor editorial wishes as the budget allows.
- Work with our sales representative to set staff deadlines. From there, setting mini-deadlines will be the responsibility of the team leaders.
- Train students enrolled in Photojournalism in September and teach mini-lessons as needed.
- Teach mini-lessons to 8th period staff as needed.
- Act as a mediator between student leaders and staffers as needed.
- Deal with grades and staff consequences, including staff dismissals.
- Purchase staff t-shirts at the beginning of each year.
- Feed you on late work nights.
- Give constructive criticism at all stages of the production process.
- Help with brainstorming at all stages of the production process.
- Share story ideas from the faculty.
- Take photographs ONLY in emergency situations.
- Take students to national conventions, as long as students are meeting their staff obligations and requirements.
- Take classes, attend conventions and workshops in order to stay on top of the latest trends and technology so that I can help the staff meet their goals.
- Advocate for student journalists and your rights/responsibilities among the faculty, staff, and administration.
- Do a final read-through of pages and proofs before they are sent to the plant for printing.
- Set high expectations that will help you achieve your goals.
- Work with staff to recruit new members.
- Communicate with sales representative.
- Deal with photography company.

As adviser, I will NOT:

- Gather any content (copy, captions, headlines, conduct interviews, take regular photographs).
- Design spreads.
- Veto any editorial decisions unless they are unreasonable or go against the TJHSST mission statement.
- Clean up after you. I'm not your mama!