

Job Description

Editor, St. Rita School & PTO Newsletter

The St. Rita School & PTO Newsletter (“the newsletter”) is the primary vehicle of communication for the PTO. The newsletter is distributed each Friday during the school year and includes a cover letter from the school principal. The school principal must approve the newsletter and all attachments before it goes to print. The editor has the following responsibilities.

- The editor must establish and advertise to school community method & deadline for newsletter submissions.
- The editor must establish with office secretary Friday timeline for newsletter distribution to school & parish office community.
- In keeping with the established St. Rita School & PTO Newsletter format, the editor must compile submissions from PTO officers, volunteers, teachers and staff.
- Newsletter submissions should be in chronological order, unless the editor deems otherwise.
- Editor should confirm expiration date of submission and assume submission will run until advertised event expires.
- Submissions should be proofread by the editor. If changes to the substance of the submission are required, the editor must contact the author for approval.
- Editor should use discretion on screening all submissions to newsletter. Newsletter submissions should be PTO or school related only.
- Editor should ensure that any school flyer attachments be converted into a format suitable for inclusion in the newsletter proper, unless editor deems flyer attachment is necessary (e.g., school lunch program/form). If attachment is deemed necessary, mention of it should appear in newsletter directing readers to see attachment. If editor is unable to have flyer converted by author, editor should retype for inclusion into newsletter proper. Editor should remind flyer submitters that flyers are often overlooked and it is to the advantage of all that the information appear the newsletter proper. Editor should use discretion and get approval from school principal on all attachments to newsletter, especially those from outside sources -- i.e., the stack of flyers the office secretary hands to editor at print time -- as these flyers can detract from PTO message and might not always be useful.
- Editor should assume anything with handwriting on it is a DRAFT and ask if it needs to be retyped.
- When necessary, retyping newsletter submissions is part of the editor’s job.
- After the newsletter and any attachment has been approved by school principal and with guidance from the office secretary, ensure newsletter is copied by the pre-established deadline and distributed to school & parish office community.