We will cover

- Leadership training
- Fiscal responsibility
- Conflict resolution
- Time management
As defined by JEA standards

- Log in to the JEA portal with your member login credentials
- Pull down For Educators
- Then, pull down Curriculum
- It will take you here: https://curriculum.jea.org/wp/
Leadership training

- **Advisers**
  - JEA standards;
  - Indiana Dept. of Education High School Journalism Standards; other states’ standards (Kansas, Texas)
  - workshops for credit/CEUs
  - convention/conference attendance
  - critique services/guidebooks (state, national)
  - JEA Listserv
  - JEA mentors/networking
  - relevant periodicals/web sites
  - JEA Store
  - JEA Curriculum (member only access)
Leadership training

- Editors

  ✓ Workshops
  ✓ Convention/conference attendance
  ✓ Critique services/guidebooks (state, national)
  ✓ Exchange newspapers/newsmagazines/yearbooks
  ✓ Relevant periodicals/web sites
  ✓ NSPA Best of the High School Press; yearbook company gallery; other relevant scholastic journalism sources
  ✓ Staff manual
  ✓ Job descriptions
Leadership training

- Staff
  - Workshops
  - Convention/conference attendance
  - Critique services/guidebooks (state, national)
  - Exchange newspapers/newsmagazines/yearbooks
  - Relevant periodicals/web sites
  - NSPA’s Best of the High School Press; yearbook company gallery; other relevant scholastic journalism sources
  - Staff manual
  - Job descriptions
Leadership training

- Administrators
  - Workshops
  - Convention/conference attendance
  - Critique services/guidebooks (state, national)
  - Relevant periodicals/web sites
  - NSPA Best of the High School Press; yearbook company gallery; other relevant scholastic journalism sources
  - Give copies of staff manual and job descriptions
  - Quill and Scroll *Principal’s Guide to Scholastic Journalism* – both print and web-based
Fiscal Responsibility

- Budgeting
- Purchasing
- Maintenance
- Bidding
- Sales
- Dream list/community/creativity
Conflict resolution

- Administration
- Faculty/staff
- Student staff
- Advertisers
- Parents
- Community
Time management

- Deadline means deadline
- Mini deadlines
- Communication
- Work sessions
- Teach and advise; does not mean do
- Organization – do what works for you
- Stress management
Other management

JE A Curriculum Initiative

THE CURRICULUM  THE SLIDESHOWS  CURRICULUM PREVIEW  THE INITIATIVE  THE WHITE PAPER  THE TEAM  JEA HOME

LOGOUT

https://curriculum.jea.org/wp/
Leadership and Team Building

https://curriculum.jea.org/wp/leadership-and-team-building/
Leadership and Team Building

All Lessons

Resources: Sample Staff Manuals
Creating A Staff Manual
Organizing Your Staff
Assigning Job Descriptions to Leadership
Learning How Personality Types Can Influence Leadership
Training Leaders How to be Leaders
Creating a Leadership Commitment Contract
Developing a Grading System That Works for You and Your Staff Members
Using Online Document Management Systems
Developing Ice Breakers
Developing Staff Commitment (Hosting A Wedding)
Individual and Group Goal Setting for Returning Media Staff
Individual and Group Goal Setting for New Media Staff
Plastic Wrap the Team
Creating First-Five Mini-Lessons for Journalism Classes
Yearbook Branding Goal Setting

https://curriculum.jea.org/wp/leadership-and-team-building/
Other management

JEAA Curriculum Initiative

Search results for 'staff manual':

**Lesson: Creating a Staff Manual**
March 19, 2014

A lesson to help students learn the different ways staff manuals are developed and to choose the one that works best for their staff.

Read more →

**Resources: Sample Staff Manuals**
March 18, 2014

Resource list:
- Broadcast Staff Manuals
- Westside High School Comprehensive Media Staff Manual
- Francis Howell Central High School
- Kirkwood High School
- First Flight High School
- Newspaper/Newsmagazine Staff Manuals
- Havest High School
- Annandale High School
- Chantilly High School
- Twin Falls High School
- Prince George High...

Read more →

**Lesson: Creating Staff Policies**
March 17, 2014

Lessons to illustrate staff policies for the student publications.

Read more →

http://curriculum.jea.org/
Staff manual

JEA Curriculum Initiative

RESOURCES: SAMPLE STAFF MANUALS

Broadcasting Staff Manuals

Westside High School

Comprehensive Media Staff Manuals

Francis Howell North High School

Francis Howell Central High School

Kirkwood High School

First Flight High School

Newspaper/Newsmagazine Staff Manuals

Hayes High School

Annandale High School
Other management

http://studentpress.org/nspa/resources/hub/
Getting answers

- contact me: jbjlystone@jea.org
- Certification chair: Amy Sorrell
certification@jea.org
- JEA website –
http://jea.org/wp/certification/