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Certified!



Certification
Committee
www.jea.org

Managing Student Media

Jane Blystone, Ph.D., MJE.

Spring 2021

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

JEA Curriculum Initiative

[THE CURRICULUM](#)

[THE SLIDESHOWS](#)

[CURRICULUM PREVIEW](#)

[THE INITIATIVE](#)

[THE WHITE PAPER](#)

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Other management

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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

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12 SEARCH RESULTS FOR 'STAFF MANUAL'

MARCH 19, 2014
by ADMIN

Leadership and
Team Building

LESSON: CREATING A STAFF MANUAL

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 →](#)

MARCH 18, 2014
by ADMIN

Leadership and
Team Building

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 Chantilly High School Twin Falls High School Prince George High ...

[READ MORE →](#)

MARCH 17, 2014
by ADMIN

Law and Ethics

LESSON: CREATING STAFF POLICIES

Students will work together to create staff policies for the student publications

[READ MORE →](#)

<http://curriculum.jea.org/>



Staff manual

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MARCH 18, 2014

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Leadership and
Team Building

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](#)

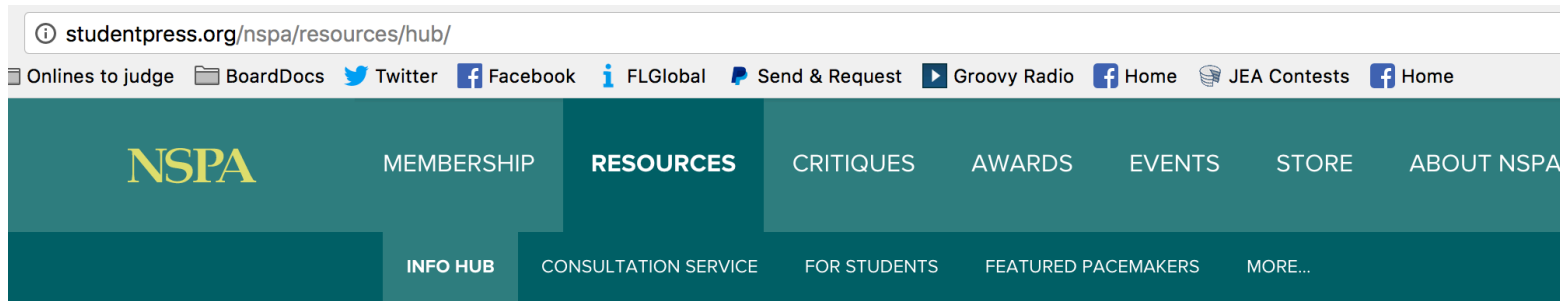
Newspaper/Newsmagazine Staff Manuals

[Hayes High School](#)

[Annandale High School](#)



Other management



[NSPA](#) > [Resources](#) > [Info Hub](#)

Info Hub

A directory of links for resources and organizations of interest to student journalists.

Downloadable PDFs

- [10 Steps to Yearbook Success](#)
- NEW!** [Contemporary Yearbook Branding](#)
- [Editorial Writing Evaluation](#)
- [Editorial Writing Rubric](#)
- [Interviewing and News Gathering Tips](#)
- [Interviewing Tips](#)
- [Legal Issues for Publishing Online](#)
- [Meetings Stories Handout](#)
- NEW!** [Newspaper Design Strategies](#)
- [Obituary Policy Samples](#)
- [Public Relations: 10 Tips for Improving Student Media's Image](#)

Resources: Organizations

- [American Medical Association](#)
- [Center for Environmental Journalism](#)
- [Center for Investigative Reporting](#)
- [Center for Responsive Politics](#)
- [D.C. Internships](#)
- [Elements of Style](#)
- [Finding Data on the Internet](#)
- [Gay and Lesbian Alliance Against Defamation](#)
- [J-Lab](#)
- [Journalism Education Association](#)
- [NASPA – Student Affairs Administrators in Higher Education](#)

Technical Resources

- [AP Newsfinder](#)
- [Audit Bureau of Circulation](#)
- [factchecker.org](#)
- [GAPMINDER](#)
- [Lexis-Nexis](#)
- [Multi-Ad Services](#)
- [Nieman Lab](#)
- [Pew Research Center](#)
- [Politifact](#)
- [Proquest Information and Learning](#)
- [Statista](#)
- [TechRepublic](#)

<http://studentpress.org/nspa/resources/hub/>

Getting answers

- **contact me:** jblystone@jea.org
- **Certification chair: Amy Sorrell**
certification@jea.org
- **JEA website –**
<http://jea.org/wp/certification/>