

**WARREN COUNTY SCHOOL DISTRICT**  
***Non-Athletic Supplemental Contract Duties***

Public Relations Coordinator  
Supplemental Assigned

Warren County School District  
School

      \$520.00       Contracted dollar amount

Specific Activities/Projects

Example: 16 students will do a fundraiser during October and November.

1. Coordinate with the other Journalism teachers to collect articles from every school in their attendance area
2. Gather information from the WCCC and the LEC for inclusion
3. Layout the pages for the supplement to the Warren Times Observer using the software provided for the Journalism classes
4. Edit the articles received from the other schools for style and space considerations
5. Proofread and prepare final document for submission to the Warren Times Observer
6. Act as a liaison between the Warren Times Observer staff and the Journalism teachers in the WCSD
7. Coordinate content and publication dates with the District Public Relations Coordinator
8. Publish up to four issues per school year to promote the activities and accomplishments of the students and staff of the WCSD