
BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X _____

Item: School News Network Editor/Reporter

Submitted by: Katie McClintic

Date: March 29, 2024

Recommended by: Dave Rodgers

Board Meeting Date: April 15, 2024

RECOMMENDATION:

School News Network recommends the board approve the addition of one new Editor/Reporter position.

BACKGROUND:

The Editor/Reporter will lead SNN's editing work including actively editing stories, assigning editing to others, maintaining an editorial calendar and scheduling stories for publication. They will also cover news, features and issues stories in multiple Kent ISD districts.

Currently, this work is handled by part time contractors. We would like to eliminate some contracts in favor of creating a single full-time role. The creation of this role would increase overall capacity and it is directly in line with SNN's strategic plan which includes a goal to professionalize the staff and simplify the overall structure of the team. Three full time reporters were hired for 2023-24 as the first step toward accomplishing this goal. There is more progress to be made and adding this role would be a big step forward.

School News Network Editor/Reporter – Job Description

Full time professional position, year-round, 40 hours per week

START DATE: July 2024

This highly skilled and organized journalist is part of a dynamic, passionate team dedicated to telling the stories of public education. This journalist covers multiple Kent ISD districts as a reporter, using their skills in interviewing, writing, photography and video to showcase teaching and learning, human interest features, news, events and the myriad issues impacting schools. This journalist is also a skilled copyeditor, with responsibilities including editing articles submitted by reporters, assigning editing work to other editors and scheduling stories for publication. This journalist has a passion for education, a resourceful “can-do” attitude, plus a willingness to share their talent with colleagues. Our specialty is in-the-classroom coverage, using student voice to elevate stories and illustrate how learning is taking place. This journalist has strong observational and interviewing skills and the ability to tackle important education issues and present them in understandable, compelling ways.

ESSENTIAL QUALIFICATIONS

1. 3+ years of journalism experience in print and digital reporting preferred
2. Bachelor’s degree in journalism or closely related degree preferred, or additional years of experience without degree
3. Ability to expertly interview, then write clear, compelling articles with photos and video to engage audiences
4. Ability to copyedit articles using AP style
5. Strong writing, photography and video skills
6. Excellent news and editorial judgment for planning and assigning stories
7. Ability to use social media on various platforms in story-telling and engagement
8. Ability to handle multiple stories and projects and still meet deadlines
9. Driver’s license and reliable transportation required

DUTIES AND RESPONSIBILITIES

1. Cover news, features and issue stories in up to three school districts in Kent ISD, producing several stories for School News Network per district per month, plus video, social posts and briefs, along with general assignments and work on joint issue stories
2. Edit several articles each week and communicate with reporters during editing process
3. Schedule stories for publication and maintaining calendar
4. Assign editing as needed to other copy editors
5. Communicate regularly with district point people, administrators and educators
6. Remain in close communication with managing editor, copy editors, colleagues for joint stories or special projects
7. Generate story ideas in districts by developing contacts, visiting schools, meeting with teachers and administrators, reading district communications/social media content
8. Schedule and conduct interviews, cover events, write and file completed stories
9. Capture photos and videos while on assignment or *as* the assignment
10. Use photos/video to create social media posts teasing and posting stories
11. Participate in weekly news meetings and monthly staff meetings with ideas, suggestions, collaboration
12. Attend occasional school board meetings
13. Conduct assigned duties in compliance with all applicable Board policies and laws

14. Maintain regular and consistent attendance
15. Other special projects or duties as assigned