Sr. Associate Editor

The Sr. Associate Editor, under the general supervision of the Editor in Chief, assists in the research and planning of theme issues of the magazine, acquiring articles, substantively editing many articles, reviewing and evaluating manuscripts, writing departments and abstracts, and doing proofreading and production tasks.

The Sr. Associate Editor works collaboratively with the division and other ASCD groups to produce a high-quality ASCD member benefit on a timely basis and to coordinate its content with that of other ASCD products and services and with themes and issues deemed important by the members. This position cooperates with other work groups in efforts to meet ASCD strategic goals, such as building the capacity of schools for change and renewal and promoting quality education through structures that address both national and international issues.

In this role, the ideal candidate will:

- Takes a leadership role in coordinating the acquisitions for three or more issues of Educational Leadership.
- Acquires major articles for theme issues and coordinates necessary revisions of articles.
- Works with nationally and internationally known experts. Researches topics, trends, experts in education, and article ideas for theme issues of Educational Leadership (EL), with guidance from editorial team and with advice from internal and external planning committees.
- Substantively edits, reorganizes, and rewrites major articles and columns for EL under deadline pressures. Shepherds articles from selection through publication. Negotiates editing revisions with manuscript authors to craft articles that meet ASCD’s standards, serve readers, and meet ASCD’s goal of enhancing school capacity for change and renewal. Interacts on a professional level with experts and practitioners in the field.
- Writes feature articles, interviews, overviews, and departments of EL and other ASCD information products and services. Manages, compiles, and writes copy for Educational Leadership’s regular departments. Writes sidebars, boxes, summaries, callouts, photo captions, abstracts of articles, project descriptions, online copy, and other features as assigned.
As a member of the Manuscript Review Committee, reads and prepares written analyses of manuscripts being considered for publication. Works with potential authors to guide them in revising manuscripts.

Assists EL team in the production process, proofs galleys and page proofs, collaborates on the thumbnail layout, and recommends art and graphic treatments for articles edited. Acquires photos from authors and secures permission to reprint photos, figures, and other elements when appropriate.

Participates in ASCD advisory group meetings, such as the internal EL Advisory Committee as well as other ASCD teams and committees, such as ASCD Goal Groups.

Assists in examination and improvement of processes in the planning, editing, and production of EL; suggests new spin-off projects; explores new ideas (departments and procedures, as well as products).

Represents EL and ASCD at internal and external functions as appropriate.

To qualify, the ideal candidate will have:

**Knowledge**

- Good understanding of the publications process, from manuscript acquisition to design, printing, and marketing.
- Knowledge of basic principles of typography and publications design.
- Broad, in-depth understanding of education issues and principles.
- General understanding of copyright law.
- At least a Bachelor’s degree in English, journalism, or education (preferably a master’s degree).

**Skills and Abilities/Critical Success Factors**

- Mastery of English language and substantive editing.
- Excellent critical analysis skills, as well as language arts, design, and editing skills, including substantive editing, writing, and evaluation.
- Intermediate to superior PC-compatible word-processing skills, preferably in Word.
- Excellent communication skills.
- Good interpersonal skills and organizational ability, attention to detail, and ability to work on complex projects concurrently and meet deadlines.
- Ability to communicate and collaborate on teams.

**Experience**

- At least five years of relevant job experience.
- Teaching experience a plus.
To apply for this opportunity, send your cover letter (including salary requirements) and resume to go to hr@ascd.org.

ASCD is the global leader in developing and delivering innovative programs, products, and services that empower educators to support the success of each learner. Comprising 140,000 members—superintendents, principals, teachers, professors, and advocates from more than 138 countries—the ASCD community also includes 56 affiliate organizations. The nonprofit's diverse, nonpartisan membership is its greatest strength, projecting a powerful, unified voice to decision makers around the world. To learn more about how ASCD supports educators as they learn, teach, and lead, visit www.ascd.org.

The Total Rewards of ASCD employment extends far beyond salary and includes a rich array of work life benefits and a health and wellness package that is highly competitive.

ASCD is an equal opportunity employer. We are committed to the full and effective utilization of qualified persons, regardless of race, color, religion, sex, national origin, age, physical and mental disability, or veteran status.