Position Opening: Editor of *Communiqué*

NASP announces the search for a new Editor of *Communiqué*. The central purpose of the CQ is to keep members informed about the activities of the Association and about critical issues and current practices in school psychology. CQ is read primarily by practitioners who need concise, interesting reading about important issues in the field. Eight issues of the CQ are published each year, generally aligning with the academic year.

The current editor, John Desrochers, will step down on June 30, 2023. An Editor-Elect will be appointed by the NASP President as soon as possible. This individual will become Editor on July 1, 2023 for a 3-year term, with the option of reappointment to additional terms. The Editor receives compensation through an annual stipend or salary replacement, in accordance with NASP fiscal policies and subject to the annual budget review process.

The Editor-Elect will serve concurrently with the Editor during the final year of the current Editor’s term (2022–2023). A division of duties will be developed collaboratively by the Editor and Editor-Elect to ensure a smooth transition of editing responsibilities at the end of the year.

The Editor works collaboratively with NASP staff to:

- Develop and implement all editorial aspects of the production and management of the *Communiqué*, including style, quality, and content
- Set publication schedules and submission deadlines
- Develop publication goals
- Ensure timely and accurate dissemination of Association information as needed
- Complete annual activity planning and evaluation, as part of the annual budget cycle
- Update operating procedures manual for CQ as needed

The Editor is responsible for:

- Soliciting all articles, features, columns, and other content, ensuring that a sufficient amount of high-quality content is available for each issue
- Receiving, reviewing, selecting, editing, and revising all copy
- Appointing associate editors and contributing editors following procedures established by the Publications Committee
- Communicating effectively with editorial team members
- Working with the designer on layout and graphics
- Proofreading each draft
- Coordinating communication between all editorial and headquarters staff
- Serving as a member of the Publications Committee, soliciting suggestions for any needed changes that might improve the quality of the publication
- Completing all reports required by the Publications Committee and Board of Directors
• Maintaining regular correspondence as needed and coordinating all record keeping activities with relevant staff
• Developing abstracts and keywords for articles to be posted on the NASP website
• Attending meetings as needed with relevant NASP staff regarding publication and production issues

Candidates for the Editor position must be NASP members. Desired qualifications for the Editor include:

• Successful experience as an editor with a journal, state association newsletter, or other publication
• Excellent written and oral communication skills
• Knowledge of current professional issues in school psychology
• Excellent organization and project management skills

Application Process: A letter of intent and application materials should be sent electronically to the attention of Martha Spath, Director for Publications Operations (mspath@naspweb.org) no later than August 15, 2022. Materials must include:

1. A current and comprehensive vita.

2. A description of previous experience and evidence of editorial activities.

3. A statement of the applicant’s vision for and suggested approaches to the task of editing Communiqué. For example:
   a. Projections regarding future trends in school psychology practice and research
   b. Potential future content for Communiqué
   c. Plans for implementing editorial responsibilities, including communication with authors and contacts with the staff, Publications Committee, leadership, and membership of NASP.

4. A description of the applicant’s institutional/employment responsibilities if appointed to the position of Editor. That is, the applicant should provide information about the time that can be committed to editorial responsibilities. The applicant should be as specific as possible regarding obligations and responsibilities of current employment and their potential impact on activities required for Editor of Communiqué. It is anticipated that editorial duties require approximately 3 days per week.

5. If the applicant is currently employed, verification by an appropriate institutional official of agreed upon arrangements for the applicant’s work as Editor of Communiqué. A letter must be included from the applicant’s immediate supervisor or higher administrative official documenting institutional support and any special arrangements, including financial, that may be provided by the employer if the applicant is appointed as Editor (e.g., released time, availability of editorial or graduate assistants).

6. Two letters of recommendation attesting to the applicant’s professional and personal qualifications for the position of Editor with one letter specifically addressing applicant’s editorial experience.

Interested individuals are encouraged to contact John Desrochers with questions regarding roles and responsibilities associated with the position of Editor (desroc@optonline.net).

Applications are due by August 15, 2022. Applications will be reviewed by a search committee consisting of the Chair of the Publications Committee, two members of the Publications Committee to be appointed by the Chair, and one Board of Directors member appointed by the President. The Search Committee will also include several
ex officio members from the NASP staff. The committee will conduct virtual interviews with finalists and recommend an appointment to the President as soon as possible, but no later than September 30, 2022.