

## **Editor, *Journal of School Health*** **Call for Applications**

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The American School Health Association (ASHA) is seeking an Editor for the **Journal of School Health**, an official publication of ASHA. The Association seeks a highly respected school health professional for this position, which will not be a full-time staff position at the ASHA headquarters but, rather, will be a part-time professional appointment within the field.

**Qualifications:** The Editor must: have national standing as a school health professional; be a member of good standing in ASHA; possess broad knowledge of professional content and research in school health; demonstrate competence in writing and/or conducting research; possess a high degree of literary competence and have a record of success in writing and/or editing articles or books; have the ability to coordinate and work cooperatively with the ASHA Executive Director, Chairperson of the Editorial Board, the journal publisher, and ASHA members; and be committed to ethical professional and editorial standards.

**Duties and Responsibilities:** Under the guidance of the policies set forth by the ASHA Editorial Board and the general supervision of the ASHA Executive Director, the Editor will:

- a) coordinate the manuscript review process;
- b) critique the reviewers' comments and make final decisions regarding publication of articles;
- c) work with the ASHA publisher and appropriate vendors to oversee the day-to-day manuscript and correspondence activity;
- d) schedule articles for publication;
- e) evaluate reviewers, and make recommendations for adding and removing reviewers;
- f) prepare annual reports to the Executive Director;
- g) prepare an annual index of the **Journal of School Health**;
- h) attend ASHA Editorial Board meetings, and work closely with the Executive Director, and Chairperson of the Editorial Board to implement the policies set forth by the Board;
- i) work with guest editors and contributing editors on special issues and features;
- j) handle non-routine correspondence with authors, reviewers, members and others regarding special requests to the **Journal**;
- k) recommend annual revisions and updates to the **Journal of School Health Topical Packages**; and
- l) represent the American School Health Association at meetings with organizations, agencies, groups and individuals who have an interest in the **Journal**.

**Tenure:** The Editor will be named by February 28, 2011 to begin in June of 2011 for a tenure of three years, with the option for renewal.

**Reimbursement:** The Editorship of the **Journal of School Health** will be a part-time, professional appointment within the field, and will not be a full-time salaried position. ASHA will reimburse the Editor with a monthly stipend on a 12-month basis.

**Application Procedures:** Applicants must submit to the ASHA Executive Director an electronic application package, containing the following: a) a letter of application that explains the reasons the applicant wishes to undertake this responsibility; b) a letter from the applicant's employer outlining provisions that can be made to permit time for the successful completion of duties of the Editor; c) a statement of the relationship between the applicant's credentials and the qualifications stated for the position; d) a current vita; e) a statement of philosophy regarding the focus of the **Journal of School Health**; f) three letters of recommendation from individuals who can speak to the applicant's capabilities for this position; and g) samples of the applicant's published works.

**Applications must be submitted by January 15, 2011.** Address all applications and inquiries to: Stephen Conley, American School Health Association, [sconley@ashaweb.org](mailto:sconley@ashaweb.org); 330/678-1601.