Volunteer Position Description: 
*New Teacher Advocate* Editorial Reviewer

**Purpose**
To examine manuscripts with a critical eye, ear, and heart, judging each manuscript’s potential for publication

**Reports to**
Managing Editor of the *New Teacher Advocate*

**Commitment**
- **Length of commitment**: 2 or 3 years
- **Required meetings**: None
- **Work required**: Review 4–6 manuscripts annually
- **Term**: Begins with the Fall issue

**Expectations**
To complete reviews as assigned by stated deadlines

**Qualifications/Experiences**
- Active KDP member (preferred)
- Subject-matter expert in one or more areas

**Responsibilities**
- To determine the
  - accuracy, relevancy, clarity, and prevailing nature of content;
  - strength of the presentation and conclusion—in other words, the substantive measure of the work
- To direct comments to help the author strengthen the manuscript so that it is a useful resource for readers

**Contact the Staff Liaison if you have specific questions about the position.**

**Staff Liaison**
Angela Herrmann, Managing Editor of the *New Teacher Advocate*

**Contact information**
[angela@kdp.org](mailto:angela@kdp.org) or 317-829-1561