

# 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