



The Journal Editor is responsible for the successful quarterly publication of Contemporary School Psychology, the scholarly Journal of the California Association of School Psychologists. Although it is published by a California-based organization, the Journal is International in scope.

The selected Editor will first serve a period as Associate Editor, under the guidance of the current Editor. The selected Editor will also assist the current Editor and CASP staff and committee in the process of renewing the soon-to-expire publisher contract.

Job Duties

Oversee the mission and scope of the journal in consultation with the publisher and CASP.

- The Editor periodically reviews the Editorial mission and scope of the journal, consults with the editorial board, and makes recommendations to CASP and the publisher to change the mission and scope when deemed appropriate.
- The Editor ensures that the papers published are consistent with the editorial mission.
- The Editor is responsible for making the decision to publish any thematic issues of the journal and for recruiting the papers to be published. The Editor may select a guest editor(s) for a thematic issue if desired.
- The Editor may recommend to the publisher that a special issue be published in addition to the regular issues of the journal. The publisher will have the responsibility for approving or rejecting such a proposal.
- The Editor will present an annual report on the Journal to the CASP Board of Directors.
- The Editor will promptly report any significant problems that might affect the quality or publication of the Journal to the CASP Executive Director.

Oversee the editorial review process.

- The Editor selects associate editors, the editorial board members, reviewers, and any other special editors such as book or media editors, digest editors, or column editors.
- The Editor will use the publisher-provided peer-review system to conduct the editorial review process.
- The Editor will assign papers to reviewers who have the appropriate knowledge and skill to evaluate them, will monitor the quality of the reviews prepared, and will replace editors whose reviews are inadequate or untimely.
- The Editor will be the final arbiter regarding the acceptance of papers when reviewers differ in their evaluations.
- The Editor will ensure that the review process is completed in a timely way and that authors receive constructive feedback about papers submitted.
- The Editor will ensure that all papers accepted for publication are complete, including illustrations, references, and author information and using the appropriate citation style.
- The Editor forwards the manuscripts for each issue to the publisher, submitting them to the Managing Editor assigned to the Journal in accordance with the established timeline and process.
- The Editor may write Editorial content for the Journal and/or cross publication in CASP Today, provided, however that the Editor shall not author more than 35 content submissions to CASP per year.

Ensure the journal follows customary ethical policies for scholarly publishing.

- The Editor will identify, investigate, and address any ethical breaches of conduct by authors and reviewers.
- The Editor will see that authors are treated with fairness, courtesy, objectivity, and honesty.
- The Editor must be prepared to deal with errors and allegations of misbehavior.

Promote and expand the reach and prestige of the journal.

- The Editor will work with the publisher to secure appropriate certifications and rankings which enable inclusion in major indices.
- The Editor will build on previous work to expand the reach and prestige of the Journal, which includes seeking International authors and editorial board members.
- The Editor will help CASP and the publisher promote the journal by identifying places, events, and individuals to whom promotional material should be sent.
- The Editor will seek to speak at conferences and other events about the purpose and values of the journal, inviting potential contributors to consider submitting papers to the journal.

Skills, Expertise, and Qualifications

The following skills and expertise are necessary for success in this position.

- Significant working knowledge in all aspects of the field of school psychology, including the provision of educationally related mental health services and conducting assessments
- Must maintain an active membership in CASP
- Experience in publishing and/or higher education, with general knowledge of journal operations. Prior experience as a journal editor, associate editor, or editorial board member is preferred but not required.
- Doctoral level degree (Ph.D, Ed.D, or Psy.D) and PPS credential; LEP and/or NCSP preferred but not required
- Ability to recruit, manage, and motivate qualified volunteers to serve on the editorial board
- Ability to manage deadlines and ensure all elements of the publication process are completed in a timely manner

Compensation

The editor is an Independent Contractor for the California Association of School Psychologists. CASP will not control or direct the performance of the work. The editor shall perform the work at their own schedule and using their own instruments and tools, and shall be free to offer similar services to other clients. The stipend shall be a portion of the royalty proceeds from the Journal, which will vary depending upon the popularity of the articles published and success of promotional efforts. The approximate stipend per issue (with four issues per year) ranges from \$2,000 - \$4,000.