



***Idiom* Editor**

The *Idiom* editor works independently and has a strong understanding of the varied aspects of ELL/ESL education. This is a highly visible role within both NYS TESOL and the NYS educational community. The position is multi-faceted, with skills needed in editorial planning, author recruitment and editing, and digital publishing and management. The editor promotes the publication and solicits authors and columnists among our statewide constituency.

The *Idiom* editor is an *ex officio* but non-voting member of the Executive Board of NYS TESOL and is eligible for all the same benefits as Board members.

Idiom Editor's duties are listed below in detail. (Please note that these duties are subject to change in the future)

1. Publishes four quarterly issues (Winter, Spring, Summer, Fall)
2. Selects the themes for all four issues .
3. Puts out calls and receive submissions for *Idiom* articles for each issue
4. Selects and reviews articles
5. Edits articles and works with writers on any improvements and revisions. Any edits that the editor makes must be approved by the author.
6. Makes final editorial decisions on whether to run articles or whether revisions are insufficient.
7. Works with the copy editor on final pieces. Checks the online Table of Contents and articles prior to the page going live.
8. Makes sure the Volumes and Issue numbers are on all issues.
9. Inputs and paginates the articles into the ready-made design template and sends it to the Tech Support to publish on the NYS TESOL website
10. Reviews copyedited pieces again before submission to the webmaster for publication.
11. Reviews the Website information on the *Idiom* publication and provides the Tech Support Specialist with information on deadlines, submission guidelines and themes, In a timely manner.
12. Promotes *Idiom* on the NYS TESOL listserv and social media.
13. Recruits volunteers to write recurring Feature Columns
14. Assists and guides Column Editors on editing their respective Feature Column articles.
15. Attends the Annual Conference as a representative of NYS TESOL and emails presenters after the conference to submit articles or columns.
16. Presents on writing for *Idiom* at area conferences.
17. Reports regularly in writing to the Executive Board as part of the Communications Committee report (status of current issue; possible future themes; request suggestions for contributors).
18. Member of the Communication Committee and is expected to attend all Executive Board and Communication Committee meetings in person or via Go To Meeting.