

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Editor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Institute for Learning	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	048 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Write, edit, proofread, and assist in the preparation of a variety of curriculum, informational materials, and other materials; direct the work of Editorial Assistants and other staff, as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Recruit, screen applicants, and train Editorial Assistants and Production Typists. **E**

Determine timeliness; coordinate workflow and production schedules, and direct the daily work of assigned staff. **E**

Develop and produces curriculum and curriculum guides, as assigned; write or assist in writing materials of a complex nature. **E**

Establish production needs and priorities regarding deadlines, procedures, and formats. **E**

Maintain and monitors editorial cost-control records, flow charts, and other production records. **E**

Assist in making production cost projections for proposed materials. **E**

Provide direction to assigned staff on district integration and race/human relations policies, state general and legal criteria, and federal copyright regulations. **E**

Organize and edit preliminary and draft copy for spelling, punctuation, and grammar according to accepted rules of style and syntax, using standard editing symbols. **E**

Organize and present orientation sessions for and confer with writers or other staff regarding project needs and content, format, and flow of materials. **E**

Assist writers in developing project scope and content and monitor status. **E**

Rewrite sentences and paragraphs for greater consistency, clarity, and adherence to space limitations of publication. **E**

Indicate layout of pages. **E**

Verify facts, dates, and statistics in copy, using standard reference sources. **E**

Review copy for compliance with district policies and legal constraints. **E**

Provide written and oral instructions to Production Typists and Artist Illustrators and proofread final typed copy. **E**
Assemble and prepare final manuscript for printing. **E**

Train staff in the use of computer equipment. **E**

Evaluate network problems and make adjustments or contact others for repair. **E**

Serve on committees and attend meetings as assigned. **E**

Direct the daily operations and staff of other sections in the absence of the Materials Development Specialist. **E**

May research, select, and install computer hardware and software as needed for editing staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in journalism, English, or other related field and three years of recent, paid, increasingly responsible, full-time related editorial work experience of acceptable level and quality, preferably for a book publisher or in an educational institution or academic setting.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Overall process for producing district curriculum and informational materials.
Standard editing procedures, printing and layout techniques, copyright regulations, and other legal constraints.
Standard budgetary and cost-accounting procedures.
District editorial procedures and local educational structure, philosophy, and procedures.
Word processing equipment, microcomputers and basic on-line data terminals.
Reading and writing English communication skills.

ABILITY TO:

Compose or rewrite for clarity and consistency.
Operate standard office equipment including microcomputers and related software applications.
Select, train, and direct the work of assigned personnel.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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