

Newspaper editor-in-chief job description

From Ray Westbrook, 1st Vice President, CSPAA

- Responsible for the overall integrity of the newspaper (editorial content, appearance, coverage, production, scheduling, staff/personnel issues and advertising).
- Coordinates intensive training for editors through a summer retreat and/or workshops.
- Chairs the editorial board; writes editorials, as desired.
- Working with the managing editor, ensures that all articles are submitted in a timely manner.
- Working with the managing editor, ensures that layout/production efforts are completed on time.
- Assures that all photographic and visual needs are submitted in a timely manner.

Ray Westbrook is newspaper and yearbook adviser at St. Mark's School of Texas in Dallas, where publications he advises have won Gold Crowns, Pacemakers and Gold Stars. A frequent speaker at publications workshops during the summer, he has received the Edith Fox King Award from ILPC, the Gold Key from CSPA, the Murrell Excellence in Teaching Award from St. Mark's, and was named a Distinguished Adviser by the Dow Jones Newspaper Fund. He is 1st Vice President of the Columbia Scholastic Press Advisers Association.