

Job Posting
Director of Publications

Texas Foreign Language Association

The Executive Board of the Texas Foreign Language Association is currently accepting applications for the position of Director of Publications of TFLA. The Board seeks a talented individual with world language and/or publications experience. The Director of Publications will ensure the quality and content of TFLA publications. S/he is charged with publishing all TFLA publications and implementing the publishing policy as established by the Executive Board. The Publications Director will work with regional coordinators to have a presence at the summer institute and fall conference in order to provide and publish coverage of professional development activities with items such as highlights, summaries of sessions, interviews, and photos. Interested candidates should carefully read the exact duties as specified in the 2016 TFLA Constitution and Officer Job Duties Manual (see below).* This position is open to any current, active member of TFLA. To apply for this position, please fill out an electronic [Application](#) in which you will upload a letter of intent and a current resume with two references listed. If you have any questions about the application process, please email Marie Douglass, TFLA Immediate Past President, at pastpresident@tfla.org. Applications are due March 25, 2019 by 5:00 pm.

*One of the goals of the executive board for the 2019 year is to review and revise both the constitution and officer duties manual.

Director of Publications Current Duties in TFLA Constitution (2016)

- to publish the TLFA Journal three times a year and to implement publishing policy as established by the Executive Board
- to arrange for a presence at all professional development offerings in order to provide and publish coverage of professional development activities with items such as highlights, summaries of sample sessions, interviews, and photos

Director of Publications Duties as listed in the TFLA "Officer Duties Manual" (2016)

**DUTIES of the
DIRECTOR OF PUBLICATIONS**

The duties of the position of Director of Publications are as follows:

The Director of Publications is selected by the Executive Board. The duties of the office begin in an even-numbered year and run for two years. The duties of this office will continue for an additional two years, pending the bi-annual Board review and approval. There is no term limit for this position.

1. Attend all TFLA Executive Board meetings.

2. Publish the Journal twice per year (Fall and Spring) and determine deadlines for submissions.
3. Choose and edit the materials for the Journal at his/her discretion. The Executive Board sets the dates of publication and sets editorial policy.
4. Encourage manuscript submissions from conference presenters and the membership.
5. Remind the Board and regular contributors to the deadlines for submissions a month in advance.
6. Communicate with Board members regarding what to include in each issue, including current lists of officers, forms, announcements of conferences and call for proposals, information on and pictures of award winners, advocacy materials, and advertisements.
7. Select the cover design and layout of the Journal.
8. Arrange for printing and mailing/electronic distribution of the Journal.
9. Report bills and costs incurred to the Board in an expense report submitted at each regular Board meeting.
10. Solicit articles from regular and new contributors at meetings and by requesting permission to reprint articles from other publications, with preference given to authors in Texas.
11. Prepare an annual budget in coordination with the Director of Finance and the President.
12. Take photographs at conferences and other TFLA events to be included in the Journal. (If the Director of Publications is unable to attend professional development events of the Organization, someone from the attending Board members should be assigned to take photographs.)
13. Edit, proofread and prepare all submissions for the Journal.
14. Determine policies concerning the acceptance and rejection of submissions to the Journal.
15. Solicit submissions from award and scholarship winners, including Teacher/s of the Year.
16. Work with the Executive Director to solicit advertising for the Journal.
17. Maintain frequent communication with the Executive Director, President, and other officers of the Executive Board regarding the progress of the Journal.
18. Solicit proofreaders and other technical support, as needed, to ensure a quality Journal.
19. Solicit the support of a contracted media representative, as needed.
20. Maintain communication with all authors of articles, proofreaders, Board members, the publisher, and all contributors to the final product.
21. Maintain accurate records of all pertinent information relating to the office of Director of Publications.
22. Following resignation or dismissal from this office, pass on all records, calendars, digital files and pertinent information to the incoming Director of Publications.

NOTE: All documents, materials, and publications created for TFLA by the Director of Publications become the property of the Texas Foreign Language Association.