Managing Editor, CRPE  
(Job Number: 98074BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Off-Campus: Other US Locations</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is a grant funded position and is contingent on future grant funding</td>
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<tr>
<td>Salary</td>
<td>$59,020 - $119,900 per year; DOE</td>
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<td>Close Date</td>
<td>January 19, 2024</td>
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| Job Description       | The Center on Reinventing Public Education (CRPE) is a nonpartisan research center founded in 1993, located in Seattle, Washington. CRPE is a part of Arizona State University’s Mary Lou Fulton Teachers College. We are seeking a dynamic and experienced Managing Editor to oversee the editorial functions of our organization. The successful candidate will play a crucial role in maintaining the quality and integrity of our publications, ensuring that our research is effectively communicated to diverse audiences.  

About CRPE  
CRPE believes inequities are hard-wired into our public education system in both obvious and subtle ways. We study efforts to rewire the system for ongoing improvement and excellence for every student. We envision a public education system that truly prepares every student for the challenges of the future. We fulfill this mission through:  
- Research: We produce world-class research that’s interesting, significant, and trustworthy.  
- Thought leadership: Our analysis looks around the corner, comments on relevant issues, and proposes new ideas.  
- Engagement with leaders: We prioritize learning from and collaborating with system leaders, advocates, policymakers, and educators. We inform their work through evidence.

CRPE seeks team members who are passionate about systems change and embrace the idea that public education is a goal, not a set of institutions. The following core values guide our work:  
- Equity: We are committed to an ongoing and active fight against racism and injustice  
- Curiosity: We look around the corner  
- Excellence: We do world-class research that’s interesting, significant, and trustworthy  
- Teamwork: We’re clear, focused, and productive together  
- Ownership: We’re all responsible for CRPE’s success  
- Communication: We’re clear and honest with each other  
- Camaraderie: We appreciate each other  
- Integrity: We’re professional and ethical
CRPE has played a national role in studying the impact of the COVID-19 pandemic on school systems and policy. We are currently studying how novel and reimagined solutions can inform efforts to close pandemic learning gaps. To learn more about our work, visit CRPE’s publications page, which features our most recent thinking on education issues at play today.

| Essential Duties | • Lead the editorial process from conception to publication, ensuring the quality, accuracy, and relevance of all research outputs  
• Collaborate with CRPE researchers, stakeholders, and external authors to conceive, shape, and sharpen publications that rigorously use evidence to inform efforts to improve public education  
• Provide developmental and line editing—and backup copy editing as needed—for CRPE’s written products, including research reports, policy briefs, op-eds, and blog posts  
• Contribute to the development of the organization’s editorial strategy, ensuring alignment with overall organizational goals  
• Collaborate with the communications team to support promotion and dissemination; maintain the in-house editorial style guide  
• Manage external copy editors/other editorial consultants with an eye toward clarity and consistency across products  
• Adapt content for a variety of purposes and audiences—for example, creating brief summaries to accompany lengthy research reports  
• Coach staff at all levels on writing skills through individual mentoring, workshops, and ad hoc engagement  
• Provide guidance on writing style, clarity, and adherence to organizational standards |

The expected time breakdown for the work is 60 percent editing and coaching and 40 percent publication management.

| Minimum Qualifications | Bachelor’s degree in a field appropriate to the area of assignment and five (5) years of related experience; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved. |

| Desired Qualifications | • Five or more years of experience editing and writing professionally—editing experience (not just writing) is imperative  
• Proven experience in editorial role(s), with a focus on education policy research preferred or evidence of a deep understanding of the structures and challenges in the K-12 policy landscape  
• Experience shaping content for a variety of audiences, synthesizing complex ideas, making technical material engaging for wider audiences, and working with qualitative and quantitative evidence  
• Evidence of strong project management skills, with the ability and desire to manage multiple projects simultaneously  
• Experience developing the writing skills of others  
• Ability to identify effective data visualization and visual presentation  
• Evidence of proficiency with Mac computers, Google Suite, and internal communication applications (Slack or similar). Familiarity with Adobe InDesign and project management applications (AirTable or similar) is a plus |
### Working Environment

- CRPE offices are located in Seattle, Washington, but CRPE welcomes remote applicants from anywhere in the United States.
- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.
- Frequently required to stand for varying lengths of time and walk moderate distances to perform work.
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds.
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts.
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.
- Ability to work evening and weekend hours as necessary on short or limited notice.
- Position receives regular review of objectives.

### Department Statement

ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 8,000 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.

Aligned with ASU’s charter, MLFTC is committed to inclusion and student success. The college’s core value of Principled Innovation connects individual decision making with the social, cultural, emotional and educational needs of others while creating positive change for humanity.

### ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered.
without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**
In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services).

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<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Background Check Statement</td>
<td>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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<td>Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.</td>
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<td>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</td>
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<td>Only electronic applications are accepted for this position. [<a href="https://cfo.asu.edu/applicant">https://cfo.asu.edu/applicant</a> #98074BR](<a href="https://cfo.asu.edu/applicant">https://cfo.asu.edu/applicant</a> #98074BR)</td>
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