

# Learning & Teaching

## CALL FOR DEPARTMENT EDITORS

NCTM's flagship journal, *Mathematics Teacher: Learning and Teaching PK–12 (MTLT)*, is currently seeking **one volunteer** to serve as department editors for the **From the Archives** department. This department features reprinted articles that were originally published in the NCTM legacy journals (i.e., *Teaching Children Mathematics*, *Mathematics Teaching in the Middle School*, and *Mathematics Teacher*). Department editors are responsible for selecting articles to reprint, organizing monthly Teacher Talk discussions about the selected articles, and working with selected discussion participants to write brief introductory remarks for the reprinted articles. The selected editor will serve for three volumes (approximately three years).

Individuals who are interested in volunteering are asked to send a one-page letter of interest to [mtltditor@nctm.org](mailto:mtltditor@nctm.org). The letter should describe the individual's background and experiences that will support the individual in successfully carrying out the responsibilities of the position. Details regarding the DE positions follow.

LETTER OF INTEREST DEADLINE: **July 15, 2024**



## Official Charge of *MTLT*

*MTLT* reflects the current practices of mathematics education, as well as maintaining a knowledge base of practice and policy in looking at the future of the field. Content is aimed at preschool to 12th-grade teachers with peer-reviewed and invited articles.

## POSITION NAME: *MTLT* DEPARTMENT EDITOR (DE)—FROM THE ARCHIVES

### Department and Description

From the Archives highlights articles from NCTM’s legacy journals, as chosen by participants of the *MTLT* Teacher Talk. The word count for submissions to the department is 500–750 words.

### Department Editor Responsibilities

- DEs are responsible for organizing, attending, and facilitating the *MTLT* Teacher Talk, as well as supporting selected volunteers to craft a “blurb” reflecting on the month’s discussion. DE’s will alternate responsibilities each month, as outlined in the table below.
- Communicating with Teacher Talk participants
- Soliciting recommendations for journal articles
- Developing discussion questions based on selected articles
- Working with participants to write introductions for selected articles, which are then featured in the From the Archives Department
- Participating in meeting with the associate editor (AE) and other DE
- Ensuring access, equity, and excellence:
  - DEs will work with AEs and the editor-in-chief to ensure manuscripts generally promote access, equity, and excellence.
  - DEs agree to attend Editorial Board–related diversity/equity/inclusion training.

### Required Skill Set/Experiences

- Ability to adhere to deadlines
- Strong communication skills
- Organizational skills
- Editing and mentoring skills
- Current member of NCTM

### Preferred Qualifications

- Previous or current experience teaching mathematical content in a PK–12 classroom
- Record of reviewing for academic practitioner journals

### Structure and Function

Department Editors are members of the *MTLT* Editorial Board.

### Training

The *MTLT* Editor-in-Chief, Associate Editors, and NCTM staff will provide training to incoming Department Editors through virtual sessions, with each session typically lasting one hour.

Lead DE of the Month	Supporting DE of the Month
<ul style="list-style-type: none"> <li>• Attend and lead the <i>MTLT</i> Teacher Talk</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and support the <i>MTLT</i> Teacher Talk</li> </ul>
<ul style="list-style-type: none"> <li>• Communicate with discussion group participants</li> </ul>	<ul style="list-style-type: none"> <li>• Solicit recommendations (or provide options) for the next month’s journal article for discussion and organize a vote</li> </ul>
<ul style="list-style-type: none"> <li>• Develop discussion questions based on the selected article</li> </ul>	<ul style="list-style-type: none"> <li>• Reach out to the authors of the article to invite them to join the discussion and record a video reflecting on how their thinking about the article has evolved</li> </ul>
<ul style="list-style-type: none"> <li>• Identify a discussion group member who would be a good candidate for writing a 500 word “blurb” reflecting on the conversations that took place during the discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Support the selected discussion group member (from the previous month) in writing a 500 word “blurb” for the upcoming From the Archives submission</li> </ul>

The Editorial Board is structured and functions as follows:

Position	Functions
<p><b>EDITOR-IN-CHIEF (EIC)</b> (serves a three-year term)</p>	<p>Establishes journal priorities, vision, and editorial structure; works with AEs and NCTM staff to plan journal operations; holds regular meetings with AEs to discuss priorities of the journal; solicits manuscripts; reports to the NCTM Publications Committee; meets weekly with NCTM staff, monthly with AEs, and quarterly with Department Editors (DEs); meets periodically with authors.</p>
<p><b>ASSOCIATE EDITORS (AEs)</b> (serve a three-year term)</p>	<p>Solicit content, make recommendations on manuscripts during peer review, strategize with the EIC to increase content and quality; oversee an MTLT department and the DEs, assume responsibility for the department’s monthly content; attend monthly meetings with the EIC/NCTM staff.</p>
<p><b>DEPARTMENT EDITORS (DEs)</b> (serve a three-year term)</p>	<p>Responsible for working with their department’s AE and other department DEs to ensure monthly content for their department is ready for each journal issue; attend monthly meetings with their AE and other DEs.</p>