

# Learning & Teaching

## CALL FOR ASSOCIATE EDITORS

NCTM's newest journal, *Mathematics Teacher: Learning and Teaching PK–12 (MTLT)*, is currently seeking volunteers to serve as Associate Editors (AEs) on the *MTLT* Editorial Board. In general, AEs' primary responsibilities are to make publication recommendations and oversee assigned departments.

Details regarding the AE positions follow. Individuals who are interested in volunteering are asked to send a one-page letter of interest to [mtlleditor@nctm.org](mailto:mtlleditor@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. In addition, the letter should clearly state the grade bands (i.e., PK–5, 6–8, 9–12) of interest for the individual. Interested individuals are welcome to contact members of the *MTLT* Editorial Board with questions.

LETTER OF INTEREST DEADLINE: **April 15, 2025**



## 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* ASSOCIATE EDITOR (AE)

- **Associate Editors are expected to do the following:**

1. Write draft decision letters for manuscripts, specifically to—
  - make publication recommendations for assigned manuscripts in a timely fashion;
  - prepare a decision letter that summarizes reviews and provides educative feedback for authors; and
  - provide specific author feedback regarding how to include digital aspects.
2. Support an *MTLT* department, specifically to—
  - mentor and support department editors;
  - provide an onboarding experience for new department editors; and
  - ensure that accepted department submissions are of high quality and fit within the department’s description/scope.
3. Collaborate with other *MTLT* Editorial Board members to continuously improve *MTLT*, specifically to—
  - participate in monthly discussions and an annual Editorial Board retreat;
  - support achievement of the journal’s vision and priorities;
  - write editorial comments;
  - recruit authors; and
  - develop manuscript calls.

- **In fulfilling these responsibilities, AEs are expected to—**

- provide educative decision letters in a timely manner;
- meet established deadlines;
- network and connect with mathematics teachers to advocate for and support the activities of the journal;
- attend and participate in *MTLT* Editorial Board meetings; and
- communicate issues to the Editor-in-Chief and/or Managing Editor in a timely manner.

- **Required Qualifications include—**

- knowledge of mathematics standards and practices, both broadly and in-depth, for a specific grade band (i.e., PK–2, 3–5, 6–8, or 9–12);
- knowledge of key mathematics education documents, including but not limited to these:
  - *Principles and Standards for School Mathematics* (NCTM 2000)
  - *Principles to Actions: Ensuring Mathematical Success for All* (NCTM 2014)
  - *Common Core State Standards for Mathematics* (NGA Center and CCSSO 2010)
  - *Catalyzing Change in Early Childhood/Elementary/Middle School/High School Mathematics: Initiating Critical Conversations* (NCTM 2018–2020);
- the ability to synthesize information;
- experience providing critical feedback on written documents;
- strong written communication skills;
- the ability to adhere to deadlines; and
- current membership in NCTM.

- **Preferred Qualifications include the following:**

- Established record of high-quality reviews for *MTLT*
- Experience serving in an editorial capacity

- **Benefits for Associate Editors include—**

- professional growth;
- opportunities to network with colleagues and support the professional growth of others;
- the opportunity to publish at least one editorial each year; and
- travel support to attend one NCTM meeting each year.

### Terms of Service

Associate Editors serve for three years. The AE position for *MTLT* is volunteer.

### Structure and Function

Associate Editors are important members of the *MTLT* Editorial Board.

### Training

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



2024 *MTLT* Editorial Board

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 <i>MTLT</i> 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>

You’d make a  
**GREAT** addition!

