

# Learning & Teaching

## CALL FOR DEPARTMENT EDITORS

NCTM's flagship journal, *Mathematics Teacher: Learning and Teaching PK-12 (MTLT)*, is currently seeking **two volunteers** to serve as department editors for the **Growing Problem Solvers** department. This department features high-quality tasks across four grade bands (PK-2, 3-5, 6-8, and 9-12) that illustrate how a concept grows in mathematical complexity through the grades. Department editors are responsible for reviewing and writing manuscripts for this department. Selected editors 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: **June 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* DEPARTMENT EDITOR (DE)—GROWING PROBLEM SOLVERS

### Department and Description

The monthly Growing Problem Solvers (GPS) is a short article that provides four classroom-ready tasks, along with a page of teacher notes for implementing the tasks. As noted above, the tasks are developed to highlight the vertical growth of a concept over time. Thus, a teacher may want to use an idea from an earlier grade band to build background or use an idea from a higher grade band to extend a task. The student pages are also created in convenient downloadable format for easy use in the classroom. The word count for submissions to the department is up to 1,500 words.

### Department Editor Responsibilities

Each editor pair is responsible for ensuring four manuscripts make it through the review process to publication. Manuscripts may be submitted by unsolicited authors or written by the department editor pair. Specifically, the GPS department co-editor responsibilities include the following:

- Encourage submissions (recruit authors)
- Review GPS manuscripts (approximately one monthly) (manuscripts are 1,500 words or less)
- Work closely with authors of GPS manuscripts to prepare final versions
- Author GPS manuscripts, as needed (approximately three or four per year)
- Collaborate with Associate Editor team on timelines and manuscripts
- Attend two or three meetings with AEs or *MTLT* Editorial Board annually
- Approximate time commitment is 10–12 hours per month

### Required Skill Set/Experiences

- Ability to adhere to deadlines
- Current member of NCTM
- Knowledge of K–12 learning trajectories and standards, with strong background in either K–5 or 6–12 (or both)
- Experience as reviewer or author for *MTLT* (or similar experience with other mathematics teaching journal)
- Effective written communication skills (for providing clear and helpful feedback to authors)
- Collaboration skills, both in decision making and writing

### Preferred Qualifications

- Familiarity with GPS department (perhaps even a previous author!)

### Terms of Service

Department Editors volunteer to serve for three years.

### 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.



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>

You’d make a  
GREAT addition!

