

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 a department editor for the **Problems to Ponder** department. This department features a variety of mathematical tasks for PK–Grade 12 that can promote students' engagement with various mathematics content standards and their enactment of the Common Core State Standards for Mathematical Practice. Department editors are responsible for creating a set of mathematical problems bimonthly (every two months).

Individuals who are interested in volunteering are asked to send a one-page letter of interest to 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)—PROBLEMS TO PONDER

Department and Description

Problems to Ponder provides varying classroom-ready mathematics problems that collectively span PK–12, arranged in the order of the grade level. The problems promote students' engagement in rigorous mathematics.

Department Editor Responsibilities

- Create 14 original mathematical problems, bimonthly, within PK–5 or 6–12 grade bands, that span a variety of mathematical content and practices
- Ensure that these problems evidence equitable pedagogy, allowing access to mathematical learning for all students
- Develop extensions for three or more of these problems to expand understanding of the related ideas
- Provide answers and worked solutions for these problems
- Tag problems to align with grade-level, grade-band, and content areas
- Provide feedback on mathematical problems submitted to the journal by authors
- Collaborate with Associate Editors and other members of the editorial team
- Create and edit documents in virtual file storage and synchronization service (such as Google Drive)

Required Skill Set/Experiences

- Ability to adhere to deadlines
- Current member of NCTM
- Must be able to create and modify meaningful mathematical problems across their grade band (i.e., PK–5 or 6–12) on a bimonthly basis
- Have a strong understanding of PK–5 mathematics or 6–12 mathematics
- Evidence of working under deadlines and responsive communications, primarily via email
- Knowledge of a national standards document (e.g., Common Core State Standards, NCTM *Principles and Standards for School Mathematics*)
- Minimal knowledge of educational technological tools for mathematics teaching and learning
- Willing and able to allocate a minimum of 12 hours, during the course of each month, to work independently in developing problems and responding to Problems to Ponder correspondence
- A minimum of two years classroom teaching experience at either PK–5 or 6–12
- Good written and verbal communication skills
- Attention to details and mathematical accuracy and precision

Preferred Qualifications

- Experience with curriculum development or assessment experience
- Horizontal knowledge of mathematics curriculum within the PK–5 or 6–12 grade band
- Understanding of grade-specific learning progressions within the PK–5 or 6–12 grade band to align problems in sequence with the school year

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>EDITOR-IN-CHIEF (EIC) (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>ASSOCIATE EDITORS (AEs) (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>DEPARTMENT EDITORS (DEs) (serve a two-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!

