

Deadline for submitting a letter of interest is November 30, 2021.

## **MATHEMATICS TEACHER: LEARNING AND TEACHING PK–12 (MTLT):**

# “From the Archives”— Department Editor Position Description and General Information

NCTM’s newest journal, *Mathematics Teacher: Learning and Teaching PK–12 (MTLT)*, is currently seeking two volunteers 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 journal club discussions about the selected articles, and working with selected discussion participants to write brief introductory remarks for the reprinted articles.

Details regarding this department editor position follow. Individuals who are interested in volunteering are asked to send a one-page letter of interest to [mtlteditor@nctm.org](mailto:mtlteditor@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. Deadline for submitting a letter of interest is **November 30, 2021**.

### **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).

### **Department and Description:**

From the Archives highlights articles from NCTM’s legacy journals, as chosen by participants of the *MTLT* Journal Club.

### **Department Editor (DE) Responsibilities:**

DEs are responsible for organizing, attending, and facilitating the *MTLT* Journal Club, 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 below:

<b>Lead DE of the Month</b>	<b>Supporting DE of the Month</b>
<ul style="list-style-type: none"><li>Attend and lead the <i>MTLT</i> journal discussion group</li></ul>	<ul style="list-style-type: none"><li>Attend and support the <i>MTLT</i> Journal Discussion Group</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>

### Additional Responsibilities:

- Communicating with journal club 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.
- Communicating about journal-related issues: Regular communication among department AEs and DEs helps ensure impactful and thoughtful department content is consistently published. As a way to coordinate communications, a Google shared drive for *MTLT* Departments is used by all *MTLT* Editorial Board members for planning and scheduling articles. Information on this shared drive is confidential to the Editorial Board. Generally speaking, Editorial Board members have access to privileged information, whether it is through manuscript solicitation and peer review, meeting discussions, strategic planning sessions, or other journal-related activities. Because of this, all journal-related communication is considered confidential.

### Required Skillset/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

### Terms of Service, Structure, and General Functions of the *MTLT* Editorial Board:

**Terms of Service:** Department editors serve for two years. The DE position for *MTLT* is volunteer.

**Structure and Function:** Department editors are important members of the *MTLT* Editorial Board.

The Editorial Board is structured and functions as follows:

<b>EDITOR-IN-CHIEF</b> (serves a three-year term)	<b>EIC:</b> 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 NCTM Publications Committee. Meets weekly with NCTM staff, monthly with AEs, and quarterly with DEs. Meets periodically with authors.
<b>ASSOCIATE EDITORS</b> (serve a 3-year term).	<b>Associate Editors (AEs):</b> 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 department editors, assume responsibility for the department's monthly content. Attend monthly meetings with the EIC/NCTM staff.
<b>DEPARTMENT EDITORS</b> (serve a 2-year term).	<b>Department Editors (DEs):</b> Responsible for working with their department's AE(s) and other department DE(s) to ensure monthly content for their department is ready for each journal issue. Attend monthly meetings with their AE and other DE(s).

### 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.