

Math Teacher Leadership Center (Math TLC)

Expectations of Principals/Administrators in the Mathematics Teacher Leadership Program

It is my pleasure to inform you that a teacher at your school, _____, has been invited to participate in the Teacher Leadership Program being offered by the Mathematics Teacher Leadership Center (Math TLC), a joint effort among teachers, school districts in Colorado and Wyoming, the University of Northern Colorado and the University of Wyoming. For this effort to be successful, it is important that everyone is aware of the role they play in the Math TLC and the associated expectations. As a principal or administrator for a teacher participant, you play an important role in supporting the teacher's participation in three ways.

First, the teacher will regularly be asked as a part of their involvement in the TLP to explore various leadership venues. In particular, they will be a participant in instructional coaching with colleagues and leading professional development experiences. We ask that you support and encourage these efforts and provide financial assistance and time, where possible, when your teacher leader desires to share what they are learning with other teachers (such as registration to attend regional meetings for mathematics teachers, and/or time to work with other teachers in the school to implement their learning through instructional coaching and professional development). In addition to courses throughout the summer, fall, and spring of next year, the teachers will also be attending two weekend retreats, held October 15th-17th, 2010 and February 11th-13th, 2011. Since the grant will provide funding for the substitute on the Fridays of these retreats, we sincerely hope you will support and allow your teacher to be released.

Second, we ask that you support the Math TLC's research and evaluation efforts. It is only by actively engaging you, your school, and teachers in our research efforts that the Math TLC will be able to create a program that meets a teacher's needs. Additionally, for continued improvement of the project, an external evaluator will measure its effectiveness by documenting teacher development and student achievement. In particular, we will need

- access to student test data (CSAP for Colorado and PAWS for Wyoming) for your school
- permission for Math TLC personnel to observe instructional coaching and professional development facilitated by teacher leader participants
- your willingness to complete short surveys

Third, we ask that if they don't have access at home, you provide your school's teacher leader-participants access to a school computer with DSL/Cable/T1 line after school hours so that they may complete online course work as part of their master's program.

We ask you to sign this statement below indicating your commitment to your teacher and to the Math TLC as outlined above and return it to the Math TLC as indicated below. Thank you for your commitment to support your teacher and the Math TLC.

Signed: _____ (typed signature is fine)

Date: _____

Please return this form by February 8th, 2010 to the Math TLC either via email (mathtlc@unco.edu) with subject line "*Teacher's Last Name-Principal TLP Commitment Letter*" as an attachment named *Teacher's Last Name-Principal Commitment Letter* or by U.S. mail to: Math TLC – Teacher Leadership Program, Campus Box 122, Greeley, CO 80639-0098.