

Math Teacher Leadership Center (Math TLC)

Expectations of Principals/Administrators

It is my pleasure to inform you that a teacher at your school, _____, has been invited to participate in 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, and be a student in the Master's in Mathematics for Secondary Teachers being offered by the Math TLC. 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 coursework to explore various teaching approaches. In particular, they will put into practice what they are learning with the goal to increase student understanding of mathematics. We ask that you support these efforts with enthusiasm and provide financial assistance, if possible, if a teacher needs some additional resources to implement a new instructional strategy, (such as manipulatives, access to a computer lab) or if they wish to share what they are learning with other teachers (such as registration to attend regional meetings for mathematics teachers, time to work with other teachers in the school to share what they are learning).

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 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 classes taught by teacher-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-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 the form to the Math TLC either via email (mathtlc@unco.edu) with subject line "Teacher's Last Name-Principal Commitment Letter" as an attachment named *Teacher's Last Name-Principal Commitment Letter* or by U.S. mail to: Math TLC – Master's Program, Campus Box 122, Greeley, CO 80639-0098.