

Math Facilitator Planning Meetings with Administrators 2019-2020

After Initial Math Facilitator Meeting (Jan. 17th)

1. Schedule a meeting with your administrator to discuss your role as a math facilitator this year and the goals you have for working with colleague(s) this school year.
2. At this meeting with your administrator, please review and discuss expectations of your role as a Math Facilitator, as laid out in the Math Facilitator application, and the Math Facilitator Leadership Planning Tool, as laid out in this tool. Also share the goals of our Math Facilitator meetings and how this connects to strengthening math teaching and learning in your building.
3. With your administrator, discuss the range of possibilities for doing this leadership work and make a plan together and fill out Math Facilitator Leadership Planning Tool that reflects this planning. Be sure to get your administrator's signature. (You will need to submit a copy of this tool, with a signature, to each Math Facilitator meeting so we can collect it.)
4. In a google form designed for this purpose, be prepared to describe your overall plan for working with colleague(s) in your building this school year. What will be your leadership goals?
5. In an additional google form, more specifically describe your plan for collaborating with colleagues between this January 14th session and the February 11th session. What will you commit to bringing to our February 11th session that reflects this work? (*For example, an agenda with notes, a monitoring tool with samples of student work, video footage of a piece of a lesson, a lesson plan incorporating the 5 practices.*)

After each additional Math Facilitator meeting:

6. Set up a meeting with your administrator to continue to provide updates about your leadership work. Fill out Math Facilitator Leadership Planning Tool
7. In google form, describe your plan for collaborating with colleagues between each Math Facilitator session. What will you commit to bringing to upcoming sessions that reflects this work? (*For example, an agenda with notes, a monitoring tool with samples of student work, video footage of a piece of a lesson, a lesson plan incorporating the 5 practices.*)