

Checklist for Getting RCPLI Up and Running

Calibrating between the Leads and Principal:

- Principal allocates time for the Leads to partner with teachers, grade level teams, and or math departments.**

Be specific about what Leads will (and will not) be doing with their time.

What we might do?	When might we do it?
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- Principal and Leads define the Lead's role.**

What's the purpose for this lead position? Why is it important? What will the Lead do?

What we might do?	When might we do it?
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- Principal and Leads describe how the Lead position aligns with other district initiatives.**

Make sure that teachers understand that Leading isn't, 'One more thing.'

What we might do?	When might we do it?
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- Principal describes the expectations for teacher participation.**

Who participates? What does participation look like? How much time will it take?

What we might do?	When might we do it?
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- Principal describes how teachers will be provided with choice and ownership.**

How is the work about more than compliance? Where is there choice for teachers?

What we might do?	When might we do it?
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- Principal and Leads define their roles.**

Where is there overlap? What is distinct?

What we might do?	When might we do it?
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- Principal and Leads meet on a weekly basis.**

*Celebrate successes. Check in to see how Lead(s) and principal can support each other. What might be next steps?
How can we align them with other PD opportunities?*

What we might do?	When might we do it?
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Sample Welcome Letter and Interest Surveys

Dear Teachers:

I am so eager to begin working together. My main purpose as a Lead Teacher is to support and assist staff members to reach their goals for student learning around the Common Core Math Practice Standards. I look forward to partnering with you to reach our goals for students. We will have the opportunity to work whole group setting, small group setting and/or one-on-one setting. I am also available for informal planning support if you are interested. Please keep in mind that my calendar fills on a first-come, first-served basis, so please complete and return the attached interest survey as soon as possible. Also remember that my schedule will change each quarter so that I can accommodate everyone's needs. Thank you for giving this your thoughtful consideration, I look forward to working with you.

Sincerely, Jamie Smith

Name: _____

Grade Level _____

1. Considering all of the Math Practice Standards, what would you like to focus on:

2. What are your goals for your students?

3. What is the best time to set up a weekly planning session?

4. What else would you like me to know to best serve you and your students?:

