



Maine Mathematics Coaching Project
 Sponsored by the Office of Graduate Studies
2018-2020
Assurances*
 *Must be completed for each coaching candidate
 Limited Spaces Available
 Deadline April 15, 2018

Section I: Coaching Candidate

Coaching Candidate Name*: _____

* The coaching candidate must have a minimum of three (3) years of teaching experience at the PreK-8 grade level and a Maine Teaching Certificate for B-5 Early Childhood 081, Grades K-3 029, K-8 020, or 7-12 Mathematics 300. It is recommended that the coaching candidate has a Master’s degree or be matriculated into a Master’s degree program.

Section II: School and District Information

The school/district site where Maine Mathematics Coaching Project (MMCP) will be implemented:

School Name: _____ **Grade Span:** _____
Number of Teachers (classroom and Spec. Ed.): _____ **Number of Students:** _____

Principal: _____
Phone: _____ **Email:** _____
School Address: _____
Address City State Zip

Curriculum Coordinator: _____
Phone: _____ **Email:** _____

Superintendent: _____
Phone: _____ **Email:** _____
District Office Address: _____
Address City State Zip

Section III: Assurances

The Maine Mathematics Coaching Project (MMCP) requires a 2 year commitment on behalf of the coaching candidate and the district.

As a participant in Maine Mathematics Coaching Project, (district/unit) _____ agrees to the following commitments and assigns (Administrator) _____ to facilitate the fulfillment of these responsibilities:

Year 1 2018-2019

Administrators will:

1. Identify a highly experienced individual who meets UMF’s MMCP criteria to participate in mathematics coach training.

2. Pay for the participant's necessary lodging and transportation for required travel for MMCP.
3. Assist the coaching candidate as he/she prepares an annual report each year on the status of the project in accordance with the University of Maine at Farmington guidelines.
4. Convene/Continue a school-based or district Mathematics Leadership Team to support the on-going implementation of the Maine Mathematics Coaching Project.
5. (Principal will) Participate in at least one of the coaching cycles per visit on the day of the Coaching Supervisor's two semester visits.
6. Provide the coaching candidate with mobile technology (laptop or tablet) that is compatible with MLTI Image.
7. Enroll the coaching candidate in either NCSM and/or NCTM.
8. (May) Choose to attend MMCP Dine and Discuss events.
9. (Superintendent, Principal & Curriculum Coordinator will) Attend Day 2 of the 2018 Summer Institute.

Coaching Candidate will:

10. Attend classes at the UMF and site visits to be held in school. *(School/District will pay for necessary lodging and transportation for required travel.)*
11. Maintain a coaching log.
12. Complete a coaching cycle either in the am or pm on each of the two days of the Coaching Supervisor's two semester visits.
13. (May) Choose to attend MMCP Dine and Discuss events.
14. Attend the full two-day 2018 Summer Institute.

Year 2 2019-2020

In addition to # 2, 3, 4, 5, 6, 7 and 8 above, Administrators will:

1. Support the development of a school-based staff development model.
2. Collaborate with the Maine Mathematics Coaching Project to plan for the project's and the district's needs in subsequent years.
3. (Superintendent, Principal & Curriculum Coordinator will) Attend Day 2 of the 2019 Summer Institute.

In addition to # 10, 11, 12 and 13 above, Coaching Candidate will:

4. Develop a school-based staff development model and present the model to the Administrators.
5. Collaborate with Administrators and the Maine Mathematics Coaching Project to plan for the project's and the district's needs in subsequent years.
6. Attend the full two-day 2019 Summer Institute.

Finances

Administrators will:

- **Submit the Year 1 payment of \$6,000 by July 1 of the first year**
- **Submit the Year 2 payment of \$5,000 by July 1 of the second year**
- Provide the coaching candidate with adequate resources for the successful implementation of the math coaching program.

*If the school unit/district wishes to increase (during year 1 or 2) or continue with site visits after year 2, they must contract with UMF and not the individual UMF staff member (full time or adjunct) unless granted permission by UMF.

Signatures

We, the district administrators, nominate and support the applicant's _____
applicant name

participation in the **Maine Mathematics Coaching Project at the University of Maine at Farmington**. The signatures of the school Principal, Curriculum Coordinator, and the Superintendent indicate that each agrees to comply with the ASSURANCES listed in Section II of this document and the following:

- has read this entire document;
- approves the application; and
- **agrees to the financial commitment of \$11,000 even if the district or the coaching candidate decides to not participate before the completion of the 2 year program.**

Principal Signature: _____

Curriculum Coordinator Signature: _____

Superintendent Signature: _____

Please send the completed Assurances to:

Sandra MacArthur, Director of Educational Outreach
Office of Graduate Studies
University of Maine at Farmington
111 South Street
Farmington, Maine 04938