



**Maine Mathematics Coaching Project**  
 Sponsored by the Office of Graduate Studies  
**2019-2021**  
**Assurances\***  
 \*Must be completed for each coaching candidate  
 Limited Spaces Available  
 Deadline April 15, 2019

**Section I: Coaching Candidate**

**Coaching Candidate Name\*:** \_\_\_\_\_

Select a program option:

\* For **K-8 MMCP**: 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.

\*For **7-12 MMCP**: The coaching candidate must have a minimum of three (3) years of teaching experience at the 7-12 grade level and a Maine Teaching Certificate for 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  
 Page 1 of 3

**the following commitments and assigns (Administrator) \_\_\_\_\_ to facilitate the fulfillment of these responsibilities:**

### **Year 1 2019-2020**

#### **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. Convene/Continue a school-based or district Mathematics Leadership Team to support the on-going implementation of the Maine Mathematics Coaching Project.
4. (Principal will) Participate in at least one of the coaching cycles per visit on the day of the UMF Field Coaches' two semester visits.
5. Provide the coaching candidate with mobile technology (laptop or tablet) that is compatible with MLTI Image.
6. Enroll the coaching candidate in either NCMS and/or NCTMS.
7. (May) Choose to attend MMCP Dine and Discuss events.
8. (Superintendent, Principal & Curriculum Coordinator will) Attend Day 2 of the 2019 Summer Institute.

#### **Coaching Candidate will:**

9. 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.*)
10. Maintain a coaching log.
11. Complete a coaching cycle either in the am or pm on each of the two days of the Coaching Supervisor's two semester visits.
12. (May) Choose to attend MMCP Learning Lab and Dine and Discuss events.
13. Attend the full two-day 2019 Summer Institute.

### **Year 2 2020-2021**

#### **In addition to # 2, 3, 4, 5, 6, and 7 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 2020 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 2020 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 \$5,500 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 \$11,500 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