

ADMINISTRATOR CHECKLIST

Before and during your training:

- Meet with your Great Minds® account manager to discuss enrolling your teachers in Content Leader Training.
- Develop a plan for success.
 - Define success: What key factors will determine whether this training is a success for your school or district?
 - Allocate embedded time for your teachers to work on the Content Leader Assessment Series and to attend ongoing training.
 - Encourage and monitor your teachers' progress toward completing the Content Leader Assessment Series.
 - Identify adult learning facilitation opportunities on your campus.

After your training:

- Provide feedback to your account manager that assesses the impact of the training.
- Prepare for additional cohorts of teachers.

TEACHER CHECKLIST

Before your training:

- Ensure ongoing access to a math classroom for the next year.
- Commit to attending ongoing Content Leader Training.
- Commit to completing the Math Content Leader Assessment Series.
- Commit to facilitating adult learning on your campus.
- Discuss the above commitments with your school leader or administrator.
- Get excited!

During your training:

- Attend at least 90 percent of the 54 hours of training.
- Complete the Math Content Leader Assessment Series.
 - Create and execute a plan for facilitating professional learning.
 - Capture evidence (e.g., video footage, student work) of *Eureka Math* instruction and adult professional learning.
 - Submit drafts of assessments, and respond to feedback from the *Eureka Math* team.
- Complete supplemental self-study tasks as needed.
- Apply ongoing learnings from Content Leader training in your math classroom(s) and on your campus.
- Partner with Eureka Math Content Leader facilitators.
- Network with and encourage fellow Content Leader participants.

After your training:

- Provide feedback from your experience to your administrator and the *Eureka Math* team.
- Celebrate your achievement!

EUREKA MATH®

LDOE MATH CONTENT LEADER

Administrator and Teacher Checklist

