



Transforming East Alabama Mathematics

The East Alabama Partnership for the Improvement of Mathematics Education

Roles and Responsibilities for TEAM-Math Liaisons

1. Goals:
 - To create effective communications among cohort schools, TEAM-Math project staff, school and district teacher leaders, and school and district administrators
 - To show that TEAM-Math is concerned about the progress the school is making
 - To ensure that things are moving forward as they should at the school
 - To identify needs at the school that TEAM-Math might be able to address
 - To coordinate TEAM-Math data collection at the school, as needed
2. Duties:
 - Visit the school periodically:
 - Cohort V: Once per month
 - Cohort IV: : Once per quarter
 - Cohort III, Cohort II and Cohort I: Once per semester
 - On each visit:
 - Meet with the principal and the School Teacher Leader to discuss how things are going
 - Meet with/observe other teachers as time permits
 - On one of your first visits, try to attend a faculty meeting (elementary schools) or math department meeting (secondary schools) to introduce yourself
 - On first visit:
 - Verify names of teacher leaders and administrators, and their contact information. Report any changes to the TEAM-Math office.
 - Ask for the district schedule for the coming year.
 - Additional meetings:
 - Try to schedule at least one meeting with DTL and STLs from several schools. (We can provide substitutes, as necessary.)
 - Participate in parent meetings and other meetings, as requested
 - **After each meeting:**
 - Complete the Liaison Report Form.
 - Send an update on how things are going to the District Teacher Leader and district key contact (if applicable)
 - Help STLs utilize available resources:
 - Provide requested inservice sessions, or identify others who can provide them. (Use the TEAM-Math Workshop Request Form.)
 - Substitute days are available for STLs to visit the classrooms of other teachers. (They need to request in advance.)
 - If there particular resources are needed, help them write a “mini-grant”; see TEAM-Math web site.
 - Attend TEAM-Math Teacher Leader meetings whenever possible. (Planning time is usually at the end of the session.)
 - Phone or e-mail the STL between scheduled meetings to check on progress
 - Other duties as negotiated with the School Teacher Leader and TEAM-Math