

Mathematics Teaching and Learning Profile Requirements for Principal

We are pleased that the review team will be visiting your school to conduct a *Mathematics Teaching and Learning Profile*. Here is a checklist of items to be completed.

Must be completed 1 week prior to site visit:

1. [Principal survey](#) (online; 10-15 minutes)
2. [Teacher survey](#) (online 10-15 minutes)
3. Master schedule and enrollment of math classes, including **resource/collaborative math***
4. Modified schedule of math classes for day of site visit (if needed)*
5. Schedule* (can be before, during, or after school)
 - a. Interview with the principal (approximately 40 minutes)
 - b. Group interview with all mathematics teachers, **including special education teachers except FMD** (about 30 minutes)
 - c. Group interview with 1-2 parent representatives per grade level (**please do not include parents who are employed at the school**; about 30 minutes)
 - d. Group interview with students (3-4 students per grade level; about 30 minutes)
 - e. Short time for lunch (15-30 minutes; not all reviewers must eat at same time)
6. Logistics for site visit*
 - a. Opening/closing times and an appropriate time for review team to arrive at the school
 - b. A phone number to call the night before or early morning in case of emergency
 - c. Directions to the school from the interstate
 - d. Parking instructions

*Send to review team

Day of site visit:

1. During classroom observations, teachers should teach the lesson they would regularly teach, using the same strategies/materials they would normally use. **Please ensure that teachers are not giving tests or showing videos during the classroom observation.**
2. Please distribute copies of the **Class Pre-Observation Form** to all teachers being reviewed prior to the reviewers entering the classroom for observation. Direct teachers to complete the short form identifying the lesson they will be teaching during our observation
3. Please have copies or electronic files of the following materials, if available. **The review team will need to take these materials with them** for use in writing the report.
 - Mathematics curriculum guide(s) (include **Course or Class Descriptions**) and course syllabi
 - Samples of 2-3 lesson plans and 3-5 assessments/tests from each math/**special ed** teacher (separate folder for each teacher)
 - Math assessment data for the last two years (state and nationally-normed test data along with any interim district level data.)
 - Parent information/communications (for example, newsletters, list of grade level expectations, etc.) regarding the mathematics program
 - School report to parents or to the community regarding extracurricular or other school mathematics activities
 - Memos from principal to teachers regarding mathematics instruction
 - Information related to professional staff development for improving mathematics instruction
 - School Improvement Plan pages that relate to mathematics curriculum, professional development, assessment
 - Certification/highly-qualified status of regular and special ed math teachers
 - Variety of configurations of math classes for **special-needs** students
 - A dated inventory of the school's math-related books, periodicals, videos, and computer software that are available to teachers (available from Media Center)
 - Floor plan (2 copies) identifying mathematics **and special education** teachers' workstations (**please include room numbers**), library, computer labs, etc.
 - Any other materials you feel would help us understand the mathematics instructional program in your school