



Brian Hoey  
Executive Director  
663 Rivercrest Drive  
Sacramento, CA 95831  
(916) 391-3301 phone/fax  
e-mail: hoey@cpm.org

Chris Mikles  
Director of Teacher  
Education  
8102 N. Spokane Street  
Post Falls, ID 83854  
(888) 808-4CPM (4276)  
fax: (208) 777-8605  
e-mail: mikles@cpm.org

## CPM Leadership Application Information

The Directors of CPM Educational Program invite you to apply to join the CPM leadership support team. The usual duties of a teacher-leader are: to conduct teacher workshops for CPM teachers, act as spokespersons for the program, and assist with parent information nights and other such efforts to educate the public about the CPM program. A job description, including compensation information, is enclosed. Teacher-leaders also attend an annual Summer Leadership Institute (SLI). In addition to getting to know you through your application, we sometimes arrange an interview with you and one of our current teacher-leaders, who may also visit your classroom. Sometimes administrators or program directors attend an SLI to learn about the program.

**Please complete the application online and return it immediately.** If you are accepted, the application will serve as your registration for the Summer Leadership Institute. The "Administrative Support Agreement" (last page of this information) is to assure your availability throughout the next year in the event of a change in supervisors. We recommend asking for 10 days, with 5 the minimum. **You keep this form;** it is for your reference should you need it next year. Do not return it to CPM. For your planning purposes, the 2010 SLI details follow. New leaders attend the first day, then join other leaders from the region for the other two days of the SLI.

Denver, Colorado June 17-19  
(for CDT and MDT zones)

Seattle, WA (Kent) June 28-30  
(for ID, OR, WA)

Sacramento, California June 24-26  
(for CA leaders)

Annapolis, Maryland July 8-10  
(for EDT zones)

If you fly to the event, you will arrive either the evening before the first meeting or that morning and return in the later afternoon or evening of the third day. You may request to arrive earlier and/or stay longer to combine a vacation with the event. CPM will pay for the SLI and conference portion of your stay. If you decide to bring your family, simply request a single room and check one or two beds (family stays free with you). CPM will also assist you with the purchase of airline tickets for other members of your family. Note any personal requests, including bringing family, in the travel section of the application. Keep in mind that you will be engaged in meetings all of the SLI and conference days and one evening. Family members are invited to attend the dinner.

Unless otherwise arranged, teacher-leaders attend the Institute nearest to where they live. CPM pays for lodging, airfare as necessary, most meals, including a dinner the second evening, and a \$75 travel allowance to cover mileage, parking, and/or shuttles. CPM will also pay for summer school substitutes if you will miss teaching days. Include airline details on the application and we will work with you and our travel agent for the best arrangements.

**CPM PURCHASES YOUR TICKET FOR YOU. If you expect to fly we must have your application ASAP. Please choose your flight preferences carefully. Once a ticket is purchased it is nonrefundable. Changes usually carry fees of \$75-150.** Southwest is our preferred carrier. If you have any questions about the duties of a teacher-leader or about the details of the Summer Institute, call Brian or Chris. We will review your application and notify you of our decision shortly after we receive your complete application.

**Shirts for 2010** (Please read carefully and make your selections.)

For women, we are offering your choice of a short, two-third, or full sleeve cotton top **OR** a short sleeve polo shirt. The cotton and short sleeve polo shirts fit true to size with minimal shrinkage. When you register online you will be able to view the shirt styles, sizes, and colors that are available.

**SLI College Credit for Teacher-Leaders**

Two semester credits will be available from Fresno Pacific University.

# TEACHER-LEADER JOB DESCRIPTION

All CPM consultants should possess the ability to:

- be team players who work together to solve problems.
- step outside themselves and their personal interests/agendas.
- support each other while working to achieve CPM goals.
- be a self-starter who can manage a flexible schedule and work without direct supervision to meet the position's responsibilities.
- respond to questions quickly and meet deadlines.
- communicate clearly, both orally and in writing.

## TEACHER-LEADERS

The expectations of a Teacher-Leader is that s/he:

- has personal experience with the CPM curriculum. In general, this means having previously taught any course s/he mentors.
- is knowledgeable about the CPM curriculum, philosophy, and its implementation.
- works with her/his Regional Coordinator to:
  - ^ assist local CPM schools with parent nights as a consultant for their preparation and attend them as needed.
  - ^ conduct CPM overview and introductory workshops for schools and districts that are considering a CPM adoption.
- mentor new CPM teachers by phone between workshops.
- advise CPM about the program and its management by:
  - ^ completing reports after each teacher workshop.
  - ^ submitting reports about consultations (e.g., parent nights, administrator meetings)
  - ^ completing an annual teacher-leader renewal form
  - ^ suggesting candidates to join the leadership of CPM
- attend the annual Summer Leadership Institute sponsored by CPM.

**Compensation:** CPM will reimburse teacher-leaders for their expenses (e.g., travel, phone, copying, substitute) when they perform any of the pre-approved duties described above, as well as pay consulting fees for these services, currently \$37.00 per hour or the established rate for certain kinds of services (full details will be provided at the SLI). Approval for consulting, including workshop assignments, will usually be given by the local Regional Coordinator. When you conduct workshops for *Foundations for Algebra: Years 1 or 2*, *Math 1-5*, *Algebra*, *Geometry*, or *Algebra 2 Connections* at local sites, CPM usually pays you as a part-time employee of CPM and, during the school year, also reimburses your district for your substitute. For 2010-11, the recommended minimum workshop stipend is \$500 for presenters who work alone and \$375 each for two presenters with more than 24 participants. Two presenters with fewer than 24 participants split the \$500 stipend.



# ADMINISTRATIVE SUPPORT AGREEMENT

## CPM TEACHER-LEADER: 2010-2011

Letter of support for: \_\_\_\_\_

The above-named teacher will be a member of the College Preparatory Mathematics (CPM) Teacher-Leader team for 2010-2011. CPM will pay the expenses for this teacher to attend a Summer Leadership Institute. During the Institute the teacher will participate in sessions dealing with: understanding the mathematics standards of the National Council of Teachers of Mathematics, managing cooperative learning environments, educating the community--parents, administrators, and the public--about effective mathematics programs like CPM, the philosophy and methodology of the CPM curriculum, the art of working with adult learners, and various other classroom management topics.

A goal of CPM Educational Program is to assist teachers in improving mathematics education. Teacher-leaders work to improve instruction in their own classrooms and to help others prepare to teach CPM courses. Professional growth requires ongoing support. Therefore, CPM conducts three to five days of workshops during the summer, several more days spread throughout the academic year for teachers of CPM courses, and classroom visitations of new CPM teachers. The Directors of CPM request that the school or district of the above-named teacher agree to up to \_\_\_\_\_ days of released time during the academic year. These days will be used to conduct the CPM follow-up workshops, visit CPM classrooms, and/or, in some cases, to represent CPM at meetings and/or conferences. The teacher's substitutes for these days will be paid for by the CPM Workshop site host (usually CPM) and by CPM when the teacher is representing CPM on a classroom visitation or at a meeting or conference.

\*\*\*\*\*

I agree to provide the above-named teacher the specified days of released time during the 2010-2011 academic year.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

School/District: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make a copy of this form for yourself and return the original to the teacher. If you have any questions, please call Brian Hoey, CPM Director, at (916) 391-3301 or [hoey@cpm.org](mailto:hoey@cpm.org).

**The teacher and school should keep this form on file.  
Do not return it to CPM.**