

Email Communicating Support Plan: Training, Planning, and Coaching

These sample emails—one to the school leader/coach from a district leader, one to teachers from the school leader, and one example from a superintendent in a small school district—outline the training supports and guidance.

Dear Elementary Principals,

We are excited to share the training supports and guidance for implementing our newly adopted program, *Eureka Math*^{2®}. Our goal is to provide teachers and leaders with up-front and ongoing training experiences that deepen your knowledge of how the curriculum works and set the foundation for strong instruction. As an implementation team, we have been working through our plan for supporting the great teaching that happens in your building every day. Below, we've outlined our plan for up-front and ongoing training, coaching, and planning support. This plan outlines both the supports for teachers and for you all that we're offering at the system level. As you roll this out to your teachers, make sure to consider any adjustments that are school specific.

Training

All teachers and leaders will attend a two-day training and quarterly follow-up sessions to understand the design of the curriculum and its alignment to the standards and Framework. You will learn how to best utilize the materials at the lesson and unit levels to provide quality instruction for students. In addition, you will learn to implement instructional practices within the curriculum that make it come to life. Protocols and tools for pacing, collaborative planning, student work analysis, and data analysis from curriculum-embedded assessment will be utilized. Leaders will engage in trainings alongside teachers and participate in leader learning communities after each training. Participation in these communities will provide assistance for being the lead learner and supporting the enactment of the training content at your site.

Planning

Collaborative and independent planning will be supported throughout the year during existing planning time and PLCs. This will include opportunities to deeply study unit and lesson plans to understand the intended outcomes for students and internalize daily lessons to prepare for instruction, including deeply understanding the standard(s) addressed within the lesson, understanding the guidance for the work students will do and/or produce, and anticipating potential misconceptions and how to respond to them. In addition, educators will practice lesson delivery as part of preparation for instruction and analyze student work to strategically respond to student needs in instruction. Similar to the training, teachers and leaders will engage in this work side by side. Leaders will participate in sessions to develop an understanding of what this looks and sounds like to support teacher teams in the work. In addition to participating in the session themselves, leaders will engage in leader learning communities to deepen their understanding of the role of planning, teacher learning trajectories, and strategies for supporting continuous improvement.

Originally sourced from Instruction Partners

Coaching

Ongoing coaching and feedback will be provided to improve content-specific instructional practices and strengthen the use of the curriculum. Coaching will include cycles of inquiry where teachers receive explicit support to implement new practices learned in training and are provided with feedback on lesson implementation based on planning. Leaders will participate in coaching sessions where they will join each grade level for two consecutive sessions throughout the year to understand the process and teacher and student learning, and they will provide ongoing support to the teachers and coach.

Overall, we believe this support plan meets the needs of our students and will support teachers in creating engaging lessons that will reach all learners and leaders in providing site-based support. It is expected that all teachers and leaders will actively participate in all adult-learning experiences.

Thank you,

Director of Curriculum and Instruction

Dear Teachers,

We are excited to share the training supports and guidance for implementing our newly adopted program, *Eureka Math*²[®]. The district goal is to provide teachers and leaders with up-front and ongoing training that deepens our knowledge of how the curriculum works and sets the foundation for strong instruction.

All teachers and leaders will attend a two-day training and quarterly follow-up sessions to understand the design of the curriculum and its alignment to the standards. We will learn how to best utilize the materials at the lesson and unit levels to provide quality instruction for students. In addition, we will learn to implement instructional practices within the curriculum that make it come to life. Protocols and tools for pacing, collaborative planning, student work analysis, and data analysis from curriculum-embedded assessment will be utilized.

Collaborative and independent planning will be supported throughout the year within our already established PLCs. This will include opportunities to deeply study unit and lesson plans to understand the intended outcomes for students and internalize daily lessons to prepare for instruction, including deeply understanding the standard(s) addressed within the lesson, understanding the guidance for the work students will do and/or produce, and anticipating potential misconceptions and how to respond to them. In addition, we will practice lesson delivery as part of preparation for instruction and analyze student work to strategically respond to student needs in instruction.

Originally sourced from Instruction Partners

Ongoing coaching and feedback will be provided to improve content-specific instructional practices and strengthen the use of the curriculum. Coaching will include cycles of inquiry where we will receive explicit support to implement new practices learned in training and will be provided with feedback on lesson implementation based on planning.

Overall, I believe this training and support plan meets the needs of our students and will support us in creating engaging lessons that will reach all. It is expected that each of us actively participates in all adult-learning experiences.

I look forward to learning with you!

Thank you,

Principal

Small School District Example

Dear Teachers,

We are excited to share the training support and guidance for implementing our newly adopted curriculum, *Eureka Math*[®]. Our collective goal is to ensure you have up-front and ongoing training that deepens your knowledge of how the curriculum works and sets the foundation for strong instruction.

We're partnering with InstructUp USD, who is also adopting *Eureka Math*², to engage in one day of training prior to the start of the year. This session will help us understand the design of the curriculum and its alignment to the standards and Framework. We will learn how to best utilize the materials at the lesson and unit levels to provide quality instruction for students. In addition, we will learn to implement instructional practices within the curriculum that make it come to life. Protocols and tools for pacing, collaborative planning, student work analysis, and data analysis from curriculum-embedded assessment will be utilized.

We will continue our partnership with InstructUp to support planning across the year. During our normal PD time on early release Wednesdays, each of you will have an opportunity to collaboratively plan your grade-level counterpart in InstructUp. The implementation team has worked really hard to set this up, and we're thrilled about the opportunity this presents for all of you to have a partner to plan and thought partner with throughout the year. This time will include opportunities to deeply study unit and lesson plans to understand the intended outcomes for students and internalize daily lessons to prepare for instruction, including deeply understanding the standard(s) addressed within the lesson, understanding the guidance for the work students will do and/or produce, and anticipating potential misconceptions and how to respond to them. In addition, we will

Originally sourced from Instruction Partners

practice lesson delivery as part of preparation for instruction and analyze student work to strategically respond to student needs in instruction.

Finally, I'll be working with our lead teacher Ms. Wright to establish a plan for coaching across the year. The two of us will provide ongoing coaching and support for each of you focused on strengthening math instructional practices and *Eureka Math*² implementation in alignment to our vision.

Overall, I believe this training and support plan meets the needs of our students and will support us in creating engaging lessons that will reach all. It is expected that each of us actively participate in all adult learning experiences.

I look forward to learning with you!

Thank you,

Principal/Superintendent