

Curriculum/Program Committee Guidelines

Curriculum study must be a continuous process in order to develop and maintain quality programming and assure world-class curriculum and instruction across the district. Therefore, curriculum/program committees comprised of representative teachers, parents, administrators and Board of Education members meet during the year following a six year curriculum/program review and implementation cycle.

The PreK committees function in the following areas:

Core Content Coordinators - Literacy, Mathematics, Science, Social Studies

Special Area Content Coordinators - Fine Arts, Early Childhood, Physical Education & Health, World Languages & Cultures

Program Coordinators – Counseling, English Language Learners, Library, Technology and Career Education

Committee Membership

Committees will consist of a Coordinator, Department Chair, Subject Manager, Content Specialist, Classroom Teacher, Family Center Teacher, Parents/Community Members/Potential Consultants or Experts, Board of Education Member, District Administrator

Committee Members Roles & Responsibilities

Coordinator

- Demonstrate and utilize content knowledge and expertise
 - Provides leadership in curricular area
 - Serves as Chairperson for Curriculum/Program Committee
 - Maintains knowledge of current research and theory and seeks out best pedagogical practices relative to discipline
 - Networks with other professionals beyond the District
 - Serves as spokesperson for the curriculum through interactions with the public, the Board of Education, professional organizations, other districts/schools, media, etc.
- Ensure a guaranteed and viable written, taught, and tested curriculum in specific content area
 - Develops curriculum through work with Committee in response to current needs, best practices in the field, and District goals
 - Collaborates with building principals to ensure effective and consistent implementation/ enactment of curriculum throughout District
 - Serves as model in the classroom; provides support to principals when needed to develop teachers' content knowledge and utilization of pedagogy that is linked to enhancing student achievement in the discipline
 - Provides professional development to district teaching staff, such as during summer institutes and summer writing
 - Oversees development and maintenance of Build Your Own Curriculum for the content area
 - Establishes long term and short term goals and relevant actions specific to the discipline, as well as addressing district-wide goals
- Use data to inform decisions related to ensuring guaranteed and viable curriculum
 - Assesses effectiveness of curriculum through review of common assessments, standardized assessment data, and review of classroom based performance data

- Collaborates with other Curriculum Coordinators, Assistant Superintendents, Directors, Principals, and other members of the professional staff to identify needs for change in curriculum focus or topics, opportunities for integration and curricular connections, targets for professional development, assessment issues and opportunities, etc.
- Develops budget to carry out goals and work of committee
- Additional responsibilities for Program Coordinators
 - Provides leadership in program area
 - State and Federal Reporting
 - Program assessment, accountability, and communication
 - Coordination of K-12 eligibility for program services
 - Assists in the hiring, scheduling and training of program personnel
 - Assures that program is current and aligns to District, State, and Federal guidelines and policies

Department Chair/Subject Manager/Content Specialist

- Monitors the Program of Studies and participates in Curriculum/Program Committee Meetings to ensure current course offerings (during the school year and in summer school) meet the needs of students
- Coordinates data collection to support Coordinator
- Helps Coordinator plan and monitor curriculum budget
- Becomes knowledgeable about curricular issues in the discipline
- Participates in the development, support and communication of the curriculum vision for the discipline
- Regularly attends meetings, actively participate in the work of the committee
- Serves as liaison to teachers in buildings and departments ensuring effective communication concerning the committee's work
 - Updates teachers and administrators about the ongoing work of the committee
 - Seeks input from teachers and administrators on curricular design
 - Represents building teachers and administrator on the committee
- Serves as teacher leader and advocate in implementing curricular changes

Classroom Teacher/Family Center Teacher

- Becomes knowledgeable about curricular issues in the discipline
- Participates in the development, support and communication of the curriculum vision for the discipline
- Regularly attends meetings, actively participates in the work of the committee
- Serves as liaison to teachers in buildings and departments ensuring effective communication concerning the committee's work
 - Updates teachers and administrators about the ongoing work of the committee
 - Seeks input from teachers and administrators on curricular design
 - Represents building teachers and administrator on the committee
- Serves as teacher leader and advocate in implementing curricular changes

Parents/Community Members/Potential Consultants or Experts*

- Advisory
- Community/content/program advocate
- Becomes knowledgeable about curricular issues in the discipline

- Participates in the development, support and communication of the curriculum vision for the discipline
- Regularly attends meetings, actively participates in the work of the committee
- Conveys community issues, questions, and concerns pertaining to the curriculum

Board of Education Member*

- Advisory
- Community advocate
- Supports individual and shared understanding
- Provides connections/communication/update to BOE related to the content/program – draws attention to important decisions/issues
- Attends to the vision, mission, core values of the **District** in relation to the content/program
- Becomes knowledgeable about curricular issues in the discipline
- Participates in the development, support and communication of the curriculum vision for the discipline
- Regularly attends meetings, actively participates in the work of the committee
- Conveys community issues, questions, and concerns pertaining to the curriculum

District Administrator*

- Makes building connections
- Building/district advocate
- Engages in shared study – learning together – developing content/program understanding
- Becomes knowledgeable about curricular issues in the discipline
- Participates in the development, support and communication of the curriculum vision for the discipline
- Regularly attends meetings, actively participates in the work of the committee
- Provides feedback and input to curriculum coordinator and curriculum committee members relevant to curricular changes and perceived needs of students and teachers
- Provides connections/communication/update to district administrators related to the content/program – draws attention to important decisions/issues

*These roles are more critical for the committee during the review years of the review and implementation cycle

Guidelines for Committee Membership & Work

Committee members receiving a stipend

- Coordinator
- Department Chair/Subject Manager/Content Specialist
- Classroom Teacher/Family Center Teacher

Committee member volunteers

- Parents/Community Members/Potential Consultants or Experts
- Board of Education Member
- District Administrator

The work of curriculum committees is essential to ongoing improvements in the educational program and is an important professional endeavor. Committee membership will vary depending on where the committee is in the curriculum/program review and implementation cycle.

Committee membership during the first two years of self-study in the six-year curriculum/program review and implementation cycle will ideally consist of:

- Coordinator
- Department chair
- Subject manager
- Content specialists (one from each elementary)
- Classroom teacher representation from each building (including Family Center)
- Parents/community members/experts (minimum of two)
- District administrator
- Board of Education member

Committee membership during the four years of implementation and ongoing study in the implementation years of the curriculum/program review and implementation cycle will ideally consist of:

- Coordinator
- Department chair
- Subject manager
- Content specialists (one from each elementary)
- Additional members to complete the implementation/ongoing study work which could include: classroom teachers, parents/community members/experts, District administrator and Board of Education member

Coordinators are charged with monitoring active participation of curriculum committee members and are to replace or add to their committees to account for inactive members. In addition to the regular members on committees, additional persons may be added on an ad hoc basis in accordance with the needs and goals of the committee. Coordinators determine committee size however if the number of stipends paid to committee members exceeds 13, approval is needed from the Assistant Superintendent of Teaching and Learning.

Committee members engage in collaborative work to accomplish committee goals, including monthly or bi-monthly meetings, subcommittee work, curriculum nights, etc. Personal study and research to prepare for meetings is also expected. Most committees will work approximately 18-24 hours outside of the school day. Committee members that are not volunteers will receive a stipend of \$600 per year for full participation in the committee work.

Committees will meet monthly during the two years in the review portion of the cycle. During the implementation years of the cycle committee meetings will vary based on the implementation plan and ongoing study needed. There will be a minimum of four meetings of the committee during the implementation years. Committee meeting dates will be posted on the District meeting calendar at the end of May each year.

All regular committee members, including parents, serve three-year terms with the option of continuing to serve another term. Every effort is to be made to place persons on committees in which they have expressed interest. Waitlists are maintained and referenced when vacant places are identified. New applicants for curriculum committees are solicited through out the school year using school and district-wide communication systems.