Instruction/Curriculum Development And Evaluation

Reference R341.4 Attachment A-1 K-6 ADOPTION CYCLE PROCESS K-6 CURRICULUM DEVELOPMENT PROCESS

	MEMBERSHIP	SELECTION PROCESS	RESPONSIBILITIES	WORK TIME
Assistant Superintendent-Instructional Services Director, Elementary Education			-Provide inservice, direction and leadership to the process. -Link curriculum to external referents; e.g., CTBS, CAP, competency, Framework, Model Curriculum Standards, critical thinking skills, etc.	
*Curriculum Development Team Leaders	Two team leaders per subject area, preferably one elementary and one middle to assist in sub-ject articulation. Two site elementary Administrators.	Mentor Teachers or appointees of Director of Elementary Education	-Provide content area leadership. -Coordinate curriculum writers activities. -Assist in alignment and revision activities. -Present progress reports to DAC Board, elementary principals, etc.	3 release days 5 summer work days 3 after school presentations
*Curriculum Development Writers	Six elementary teachers. (3 primary and 3 upper grade)	Appointees of Director of Elementary Education from nominations by principals.	-Write the grade level goals and objectives for the targeted subject, referring to such documents as the State Framework, the Model Curri-culum Standards, CTBS, CAP, competency, etc.	2 release days 5 summer work days 3 after school meetings
*Curriculum Review Committee	One teacher selected from each elementary school to serve on curriculum review committee. One Special Education representative Four additional site administrators	Selected at site level.	-Review materials developed by writers. -Present material to staffs and SSC for input. -Return staff input to writers, team leaders, and Director of Elementary Education.	No release days No summer stipends 3 after school meetings
Assistant Superintendent Instructional Services			-Consult Scope and Sequence with UACT. -Present State Framework and Scope and Sequence to DAC Curriculum Committee.	

*All individuals will continue their roles for the textbook selection.

7-12 ADOPTION CYCLE PROCESS 7-12 CURRICULUM DEVELOPMENT PROCESS

	MEMBERSHIP	SELECTION PROCESS	RESPONSIBILITIES	WORK TIME
Assistant Superintendent-Instructional Services Director, Secondary Education			-Provide leadership and direction to the process. -Ensure link to external referents; e.g., CTBS, CAP, Golden State, PSAT/SAT, Model Curriculum Standards, State Framework, etc.	
*Curriculum Development Team Leaders	Two team leaders per subject area, preferably one middle and one High school person. *Two site administrators (middle and high school)	Mentor Teachers or appointees of Director of Secondary Education	-Provide content area leadership. -Coordinate curriculum writers activities. -Assist in alignment and revision activities. -Present progress reports to DAC Board, secondary principals, etc.	3 release days 5 summer work days
*Curriculum Development Writers	One teacher per middle and high school for each level taught in a subject area (e.g., English 9B, English 9S, English CP, etc.)	Selected at each school site.	-Write the grade level goals and Objectives for the targeted subject, referring to such documents as the State Framework, the Model Curriculum Standards, CTBS, CAP, competency, PSAT/SAT, etc. -Make needed revisions after department and articulation input.	Designated monetary amount per completed course of study to be divided among participants.
Curriculum Review Committee	Site level department meetings. Subject area articulation Meetings. Secondary Curriculum Advisory Committee (SCAC)	Subject area department chairs (middle and high school). Representation from all secondary schools and departments.	-Department chair and staff reviews and revises courses of study. -Revisions from each secondary school coordinated at this level. -Reviews all new courses of study changes in existing courses, deletions in curriculum, etc., after they have been approved by the subject Area department at each school site.	4 meetings per year 4 meetings per year
Assistant Superintendent Instructional Services			-Consult Scope and Sequence with UACT. -Present State Framework and Scope and Sequence to DAC Curriculum Committee.	

*All individuals will continue their roles for the textbook selection.

7-12 ADOPTION CYCLE PROCESS
7-12 TEXTBOOK SELECTION PROCESS

	MEMBERSHIP	RESPONSIBILITIES	WORK TIME
Assistant Superintendent- Instructional Services Director, Secondary Education		-Oversee process of textbook selection. -Report to Board of Education, Directors, Principals, DAC, etc.	
*Curriculum Development Team Leaders	Two team leaders per subject area, preferably one middle and one high school person. Two site administrators (middle and high school)	-Coordinate textbook meetings. -Organize for publishers' presentations, provide update presentations to Board of Education, Directors, Principals, DAC, etc.	3 release days 3 after school meetings
Textbook Review Committee	Site department meetings. Subject articulation meetings.	-Department chairs will receive samples of texts. -Department chairs will review the proposed State-approved textbooks with their staff. -Each department will prioritize their selections. -Department chairs from each secondary site will meet with Team Leaders to cast vote and determine final selection. -Discussion of texts will take place at subject area articulation meetings.	Site department meetings. 1 release day per department chair. 4 meetings per year.
Assistant Superintendent Instructional Services		-Textbook process and criteria for selection will be reviewed with the DAC Curriculum Committee, secondary principals, etc.	

*All Individuals will continue their responsibilities into the implementation year.

Reference R341.4 Attachment B-1

K-6 ADOPTION CYCLE PROCESS
K-6 TEXTBOOK SELECTION PROCESS

	MEMBERSHIP	RESPONSIBILITIES	WORK TIME
Assistant Superintendent- Instructional Services Director, Elementary Education		-Oversee process of textbook selection. -Report to Board of Education, Directors, Principals, DAC, etc.	
*Curriculum Development Team Leaders	One elementary and one middle teacher.	-Coordinate textbook meetings. -Organize for publishers' presentations, provide update presentations to Board of Education, Directors, Principals, DAC, etc.	3 release days 3 after school meetings
*Curriculum Development Writers	Six elementary teachers.	-Serve as a committee with team leaders to establish criteria for selection. -Review texts and match to criteria.	3 release days 3 after school meetings
*Curriculum Review Committee	One teacher selected from each elementary school. One Special Education representative. Four additional site administrators	-Review criteria for selection of texts. -Review final choices. -Share choices with school staff and coordinate their selection. -Cast vote for school.	3 after school meetings
Assistant Superintendent Instructional Services		-Present textbook process and selections to DAC Curriculum Committee.	

*All individuals will continue their roles for the implementation process.

Reference R341.4 Attachment C-1

K-6 ADOPTION CYCLE PROCESS
CURRICULUM/TEXTBROOK IMPLEMENTATION PROCESS

	MEMBERSHIP	RESPONSIBILITIES	WORK TIME
Assistant Superintendent-Instructional Services Director, Elementary Education		-Oversee implementation of program. -Provide staff development to assist in the implementation of the program and materials.	
Curriculum Development Team Leaders	One elementary and one middle teacher. Two site administrators	-Coordinate the planning and implementation of staff development. -Assist in evaluating the implementation process. (Survey of teachers.) -Plan for revisions to the program based on evaluation process.	2 release days 2 summer work days
Curriculum Development Writers	Six elementary teachers.	-Provide input into the planning of staff development. -Assist in presenting staff development. -Assist in course of student revisions based on evaluations.	1 release day 2 summer work days
Assistant Superintendent Instructional Services		-Summarize implementation process for DAC.	

7-12 ADOPTION CYCLE PROCESS
CURRICULUM/TEXTBROOK IMPLEMENTATION PROCESS

	MEMBERSHIP	RESPONSIBILITIES	WORK TIME
Assistant Superintendent- Instructional Services Director, Secondary Education		-Oversee implementation of program. -Provide staff development to assist in the implementation of the program and materials.	
Curriculum Development Team Leaders school. -Assist	Two team leaders per subject area, one middle and one high in evaluating the implementation Two site administrators	-Coordinate the planning and implementation of staff development. 2 summer work days process. (Survey of teachers.) -Plan for revisions to the program based on evaluation process.	2 release days
Curriculum Review	Site level department meetings. Subject articulation meetings. Secondary Curriculum Advisory Committee (SCAC)	-Discuss implementation and need for staff development. -Coordinate input on revisions from all middle school and high schools. -Review all changes to courses of study and approve new courses of study.	Monthly site meetings 4 meetings per year. 4 meetings per year.
Assistant Superintendent Instructional Services		-Summarize implementation process for DAC.	