

May 10, 2016

<u>Team Leader Responsibilities</u>	<u>Curriculum Leader Responsibilities</u>
Focus: Horizontal alignment (PreK-8 team leaders have focused on grade level teams)	Focus: Vertical alignment (Curriculum Leaders will focus on subject specific grade spans for example K-2 Math, 3-5 Science, 6-8 ELA-Literacy. HS maintains department focus.)
Half day training in August	Full day training in August (August 15 )
September Curricula Fair	PreK-12 Curricula Fair (tentative first week of October)
Quarterly Meeting w Asst. Superintendent	Monthly mtg with Asst. Superintendent
Agendas & meeting minutes weekly grade level team meetings K-8	Lead monthly curriculum meetings and provide building principal and Assistant Superintendent written meeting outcomes. Agendas developed in collaboration with Asst. Superintendent at monthly meeting.
Ordering textbooks and supplies	Coordinate ordering of textbooks and supplies with Assistant Superintendent and principals
Child Study	
Monthly team leader meeting with principal	
Involved with scheduling of department faculty	
Coordinate field trips and special activities of grade level ----- - Act as sounding board for principal ----- - Coordinate student placement process for grade level team ----- - Update Program of Study	***The purpose of developing curriculum leaders is to build expertise, capacity, and teacher leadership in curriculum, instruction, and assessment.  As stated at last negotiation meeting, this is a transition year and the aforementioned job responsibilities and scope of work could be modified in collaboration with Curriculum Leaders.