



Campus Calibration Process & Procedures

STEP 1 - Preparation

- Every principal will calibrate future work in each content area with a team of teachers in ELAR, math, science, and social studies.
- Calibrate work from teachers at least two weeks prior to it being used with students. If you would like the curriculum coordinator or principal's supervisor to be involved in the calibration, send him/her an invitation appointment.
- Work should not be calibrated prior to the scheduled appointment.
- Email a copy of the completed Curriculum Calibration Worksheet and the Calibration Summary Report to the principal's supervisor.

STEP 2 – On the date of Calibration

- The Principal will facilitate the calibration process.
- The Principal will set campus commitments at the end of each meeting and provide a copy to his/her supervisor. A commitment section is found on the calibration document.

STEP 3 – After Calibration – Follow up

- The Principal will act on commitments made during the meeting and confirm follow-up with his/her supervisor.

Campus Calibration Team:

- Principal
- Assistant Principal
- Grade Level Teachers
- Campus Specialists/Interventionists (optional)

Please note teachers should familiarize themselves with the calibration process and the TEKS; however, the calibration process is not designed to be utilized as a requirement for all lessons.