

Curriculum
&
Instruction Review
Process

The five-step development plan in the Curriculum development process includes:

STEP 1: RESEARCH & REVIEW – What are the needs?

- Conduct a broad-based evaluation of the curriculum, considering input from students, teachers, administrators and parents
- Complete a curriculum mapping process
- Review specific content areas
- Identify global needs
- Gather and review pertinent information, research and professional literature to support current program developments, needs & best practices
- Analyze available objective student data (PSSA, Terra Nova, etc.)
- Identify current curriculum regulations, both federal and state regulations and guidelines, that impact programs
- Prepare and deliver feedback to the Superintendent, appropriate personnel and committees

STEP 2: PLANNING – What are the options?

- Follow the framework for curriculum development
- Identify available resource materials including consultants and exemplary programs
- Attend appropriate conferences or informational sessions as funding permits
- Visit/interview program specialists from other districts, colleges, publishers, and state department of education personnel
- Examine models of planned instruction guides from other districts
- Map out proposed scope and sequence, an outline of basic topics per grade
- Prepare and deliver feedback to the Superintendent, appropriate personnel and committees

STEP 3: DEVELOPMENT – Design the plan.

- Define curriculum philosophy, goals and objectives
- Align curriculum with state regulations, state and national standards
- Identify concepts, activities and resources that could assist students to reach stated objectives
- Describe anticipated levels of student achievement and procedures to be used for evaluation and remediation
- Review/Select appropriate resources that support the curriculum
- Review and revise planned instruction guides to reflect recommendations
- Identify professional development needs for program implementation
- Provide opportunities for administrative orientation
- Prepare and deliver feedback to the Superintendent, appropriate personnel and committees

STEP 4: PRE-IMPLEMENTATION/IMPLEMENTATION – Work the plan.

- Oversee the implementation of the revised planned instruction guides and new resources
- Identify and plan for continued professional development needs
- Develop and implement an evaluation plan
- Submit suggestions and ideas for change, as the need arises, to the administrative and curriculum team for consideration
- Prepare and deliver feedback to the Superintendent, appropriate personnel and committees

STEP 5: EVALUATION AND REVISIONS – How's it working?

- Collect and analyze implementation data
- Update and revise the curriculum as necessary
- Identify additional, specific professional development needs
- Revise the scope and sequence document
- Prepare and deliver feedback to the Superintendent, appropriate personnel and committees