

## **CURRICULUM COMMUNICATION GUIDANCE**

Our Curriculum & Instruction Coordinators are responsible for:

- Scheduling adequate time for each curriculum team to meet annually, based on the need to develop proficiency scales and scope & sequence aligned to standards, unit guides, and/or maintenance of the GVC documents.
- Meeting with building administration (ALT) to determine the key objectives for each curriculum committee early in the school year.
- Sending an Outlook invitation to committee members from the Curriculum Connections account, including building administrators.
- Creating an agenda and sharing it with committee members prior to the meeting, allowing additional items to be considered.
- Meeting with building administration (ALT) through scheduled administrative meetings to provide updates on the process and work being completed throughout the school year.
- Providing access to curriculum progress documents for on-time review by all committee members and the administrative team.
- Sending an email summary after committee meetings that includes: attendance (present and not), key objectives, and action steps.
- Meeting with building administration (ALT) to determine the key objectives for each curriculum committee prior to summer project work.
- Staying current on evidence-based practices in the content areas of support.
- Participating in learning walks in each building, providing feedback for building leadership relevant to instructional practices, including engagement.

Our Curriculum Committee Members are responsible for:

- Fully participating in curriculum committee meeting discussions, document creation, and decision making.
- Sharing the key objectives and action steps following committee meetings with the PLC team in a timely manner.
- Supporting the decisions of the curriculum committee and working to build collective efficacy with the full team.
- Implementing the guaranteed and viable curriculum: the scope & sequence and proficiency scales with fidelity to provide meaningful and accurate feedback in the process.
- Implement evidence-based instructional strategies with fidelity to provide meaningful and accurate feedback in the process.
- Collaborating with both the curriculum coordinator and the appropriate building level administrator to have any questions or concerns addressed.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.