

Mariana Bracetti Academy Charter School

Curriculum Coordinator Goals and Key Actions



GOAL 1: Set Vision and Direction

Description	Curriculum Coordinator Actions	Teacher Actions	Resources
<p>Curriculum coordinator establishes a clear vision that is aligned with our school learning goals and curricular goals and priorities (i.e., curriculum framework, scope and sequence guides, cornerstone assessments, and summative assessments). Curriculum coordinator takes outcomes-driven actions to maintain alignment with this vision and develop teachers to be similarly vision-driven.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Curriculum coordinator demonstrates understanding of vision and learning goals by making decisions about how to prioritize actions. <input type="checkbox"/> Curriculum coordinator leads and models outcomes-driven planning and instruction. <input type="checkbox"/> Curriculum coordinator articulates the specific teacher and student changes that will need to occur to achieve learning goals. <input type="checkbox"/> Curriculum coordinator stewards the school as a whole by helping others to meet their goals, using resources wisely, advocating for the school's mission, and attending curriculum coordinator meetings. 	<ul style="list-style-type: none"> <input type="checkbox"/> Teachers are set up to achieve learning goals because they have reviewed their grade- and course-specific learning and performance targets. <input type="checkbox"/> Teachers show measurable progress toward learning and performance targets throughout the year and understand their connection to the school's learning goals. 	<ul style="list-style-type: none"> <input type="checkbox"/> Student Measures of Success <input type="checkbox"/> Teacher Development Targets <input type="checkbox"/> Program Map <input type="checkbox"/> Curriculum Framework <input type="checkbox"/> Scope and Sequence Guides <input type="checkbox"/> Cornerstone Assessments <input type="checkbox"/> Summative Assessments

GOAL 2: Organize, Plan, Execute

Description	Curriculum Coordinator Actions	Teacher Actions	Resources
<p>Curriculum coordinator is able to organize, prioritize, track, and manage workflow and resources.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Curriculum coordinator sets quarterly data-driven curricular goals and priorities. <input type="checkbox"/> Curriculum coordinator develops outcomes-driven weekly team meeting agendas that support teachers' development in planning purposefully. Agendas focus on collaborative tasks. <input type="checkbox"/> Curriculum coordinator is prepared and ready to lead team meetings as well as one-on-one conversations with teachers around specific learning and performance targets. <input type="checkbox"/> As a facilitator, curriculum coordinator ensures that team meetings maintain a focus on progress toward goals despite considerable challenges. Obstacles are discussed in a solutions-oriented manner. <input type="checkbox"/> Curriculum coordinator regularly submits meeting minutes to the principal. <input type="checkbox"/> Curriculum coordinator actively works with director of student data and assessment to design diagnostic, formative, and summative assessments linked to standards and scope and sequence guides and analyze student data. <input type="checkbox"/> Curriculum coordinator actively works with director of teaching and learning to design cornerstone assessments, including common rubrics, anchors, and exemplars, and troubleshooting guides. <input type="checkbox"/> Curriculum coordinator inventories and provides teachers with appropriate, content-specific materials and resources to enhance objective-driven learning plans. He/she advocates for additional materials and resources to support student learning as appropriate. 	<ul style="list-style-type: none"> <input type="checkbox"/> Teachers perceive curriculum coordinator and team actions as aligned to the curricular mission and learning goals. <input type="checkbox"/> Teachers complete and submit peer review forms and differentiation plans in a timely manner following team review. <input type="checkbox"/> Teachers revise unit plans and student materials based on team feedback and guidance. <input type="checkbox"/> Teachers perceive curriculum coordinator as responsive. <input type="checkbox"/> Teachers reciprocate curriculum coordinator's prompt follow-through on communications and solutions. 	<ul style="list-style-type: none"> <input type="checkbox"/> Faculty Calendar <input type="checkbox"/> Assessment Timeline <input type="checkbox"/> Unit Plan Template <input type="checkbox"/> Lesson Plan Template <input type="checkbox"/> Early Dismissal Professional Development Schedule <input type="checkbox"/> Peer Review Protocol <input type="checkbox"/> Peer Review Planning Tool <input type="checkbox"/> Peer Review Form <input type="checkbox"/> Differentiation Plan <input type="checkbox"/> Unit Plan Review Form <input type="checkbox"/> Study Island/CDT Data Analysis Tool

GOAL 3: Influence and Motivate Teachers

Description	Curriculum Coordinator Actions	Teacher Actions	Resources
<p>Curriculum coordinator draws on understanding of others to achieve desired outcomes and inspire action through shaping beliefs and behaviors. Curriculum coordinator becomes known as an authentic and clear communicator.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Curriculum coordinator effectively communicates shared purpose in student achievement as well as his/her confidence in teachers' and students' ability to accomplish learning goals. <input type="checkbox"/> Curriculum coordinator gains greater insight into teachers' progress by reviewing student data and observing teachers (as needed or requested) to diagnose and reframe challenges. <input type="checkbox"/> Curriculum coordinator effectively challenges teachers to improve. <input type="checkbox"/> Curriculum coordinator accurately identifies and repairs damaged relationships. <input type="checkbox"/> Curriculum coordinator communicates authentically and clearly about his/her work and the work of the curriculum team. 	<ul style="list-style-type: none"> <input type="checkbox"/> Teachers are invested in shared purpose and understand how the team will work together towards learning goals. <input type="checkbox"/> Teachers are open and honest with curriculum coordinator about successes and failures. <input type="checkbox"/> Teachers proactively communicate with curriculum coordinator about successes and challenges. <input type="checkbox"/> Teachers feel "heard" in interactions with curriculum coordinator. <input type="checkbox"/> Teachers perceive curriculum coordinator as authentic and clear. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ongoing Student Data <input type="checkbox"/> Peer Review Planning Tool <input type="checkbox"/> <i>Crucial Conversations: Tools for Talking When Stakes are High</i>, Patterson, Grenny, Switzler, and McMillan (2002)

GOAL 4: Learn and Continuously Improve

Description	Curriculum Coordinator Actions	Teacher Actions	Resources
<p>Curriculum coordinator strives to continuously develop and better self, teams, and school.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Curriculum coordinator continuously and accurately reflects on his/her effectiveness to identify successes, gaps, and causes. <input type="checkbox"/> Curriculum coordinator utilizes Study Island/CDT and PSSA/Keystone Exam targets set by achievement and assessment coordinator to inform and adjust curriculum team's long-term plan. <input type="checkbox"/> Curriculum coordinator actively seeks out feedback from team members and supervisor to identify specific alternative actions to improve student and team performance. 	<ul style="list-style-type: none"> <input type="checkbox"/> Teachers reflect on unit and lesson effectiveness and identify specific alternative actions to improve student performance. <input type="checkbox"/> Teachers identify the student habits or actions most influencing progress and gaps between student achievement and learning goals. <input type="checkbox"/> Teachers actively seek out feedback from curriculum coordinator and other team members to move students further toward learning goals. 	<ul style="list-style-type: none"> <input type="checkbox"/> Study Island/CDT Targets <input type="checkbox"/> PSSA/Keystone Exam Targets <input type="checkbox"/> Peer Review Form

Works Consulted

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