

**SECTION H: INSTRUCTION****HE-R(1)****INSTRUCTIONAL DECISION-MAKING ROLES (K-12)**

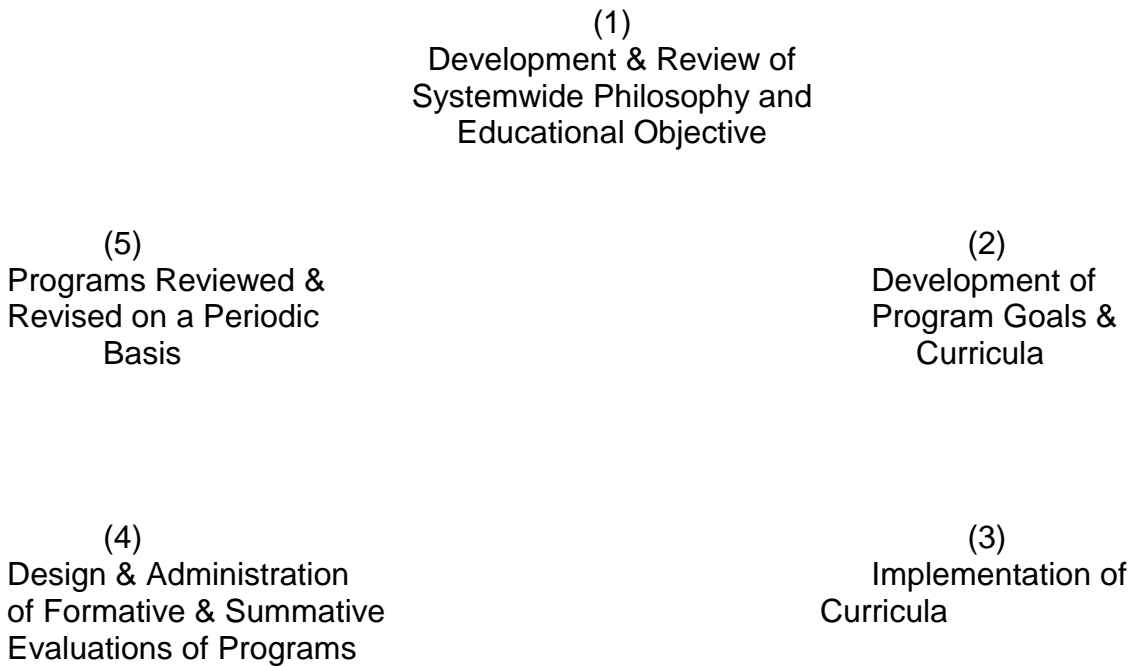
<b>TYPE OF INSTRUCTIONAL DECISION</b>	<b>PRIMARY ROLE</b>	<b>SUPPORTIVE ROLE</b>	<b>RESOURCE ROLE</b>
Articulating curricular goals and objectives.	K-12 Curriculum Committees	Principals; SCICs; Department Chairpersons	
Identifying basic material(s) for general use in each subject area.	K-12 Curriculum Committees	Principals; SCICs; Department Chairpersons	
Identifying supplementary materials to meet building level or departmental needs.	Principals; SCICs; Department Chairpersons; Individual Teachers	Reading Teachers; LD Teachers	Supervisory Personnel; Other Specialists
Organizing instructional groups for basic K-12 program.	Principals; SCICs; Department Chairpersons; Individual Teachers		Reading Teacher; Pupil Personnel Staff
Scheduling for instructional groups.	Principals; Individual Teachers; Department Chairpersons	SCICs	Supervisory Personnel
Scheduling for Art, Music, P.E., Lunch, etc. (K-8)	Principals	Individual Teachers	Supervisory Personnel
Referrals for out-of-class assistance (LD, Speech, Reading, etc.)	Principals; Individual Teachers; Pupil Personnel Staff	Supervisory Personnel	

\*School Curriculum Improvement Committees (elementary level)

Definition of Roles

1. Primary - has the major role to play in the decision-making process
2. Supportive - serves as ongoing consultant to those in primary roles
3. Resource - called upon to give advice in specific instances related to particular needs or students

**CURRICULUM DEVELOPMENT CYCLE\***



\*A model for program development to ensure that all required curricula are planned, ongoing and systematic.

**CURRICULUM DEVELOPMENT CYCLE**

<b>FUNCTION</b>	<b>ACTIVITIES</b>	<b>PERSON/GROUP RESPONSIBLE</b>	<b>COMMENT</b>
(1)			
Development and Review of Systemwide Philosophy and Educational Objectives	<p>Systemwide philosophy and educational objectives to be reviewed and, if deemed appropriate, revised every five years.</p> <p>Systemwide philosophy and educational objectives to be consistent with statewide philosophy and objectives.</p>	Board of Education Curriculum Committees Teaching Staff Community	Five year review mandated by state law. The Curriculum Cabinet and Curriculum Committees are functions of the overall Curriculum Network. The Curriculum Network is described fully in a separate document.
(2)			
Development of Program Goals and Curricula	<p>Program goals to be developed in a manner that is educationally sound and supportive of systemwide philosophy and objectives.</p> <p>Learner objectives to be detailed for curricula and sequenced in an educationally sound way.</p> <p>Instructional methodologies to be recommended to support curricula.</p> <p>Basic and supplemental materials to be identified to support curricula.</p>	<p>Curriculum Committees Research &amp; Evaluation Specialist</p> <p>Curriculum Committees Consultant Personnel (when appropriate)</p> <p>Curriculum Committees Consultant Personnel (when appropriate)</p> <p>Curriculum Committees Consultant Personnel (when appropriate)</p>	

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**HE-R(1)**

Curriculum Development Cycle (cont'd.)

FUNCTION	ACTIVITIES	PERSON/GROUP RESPONSIBLE	COMMENT
(3)			
Implementation of Curricula	<p>Timetable and process to be established for implementation.</p> <p>Appropriate funds to be budgeted to support implementation of curricula including appropriate staff development activities.</p> <p>Curricula implemented at classroom level in keeping with established goals, objectives and methodologies.</p> <p>Curricula to be closely monitored and supported during implementation phase.</p>	<p>Curriculum Cabinet Individual Curriculum Committees</p> <p>Curriculum Committees Assistant Superintendent</p> <p>Principals Program Supervisors (where appropriate) Teaching Staff</p> <p>Curriculum Committees Principals Program Supervisors (where appropriate)</p>	<p>To be coordinated systemwide. Several options available: (1) full implementation (2) phase-in approach (3) piloting of programs</p>

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HE-R(1)

Curriculum Development Cycle (cont'd.)

FUNCTION	ACTIVITIES	PERSON/GROUP RESPONSIBLE	COMMENT
(4)			
Design and Administration of Formative and Summative Evaluations of Programs	<p>Yearly formative evaluations to be carried out during implementation phase.</p> <p>In-depth summative program evaluations to be carried out.</p>	<p>Curriculum Committees Research &amp; Evaluation Specialist</p> <p>Curriculum Committees Research &amp; Evaluation Specialist</p>	<p>Building representatives to check with staff. Filing of year-end reports and other evaluative activities.</p> <p>Program Evaluation Model Systemwide Testing Program</p>
(5)			
Programs Revised and Reviewed on a Periodic Basis	<p>Evaluative data to be reviewed and analyzed for possible program revision.</p> <p>Modifications in program objectives, methodologies and/or materials to be considered.</p>	<p>Curriculum Committees Research &amp; Evaluation Specialist</p> <p>Curriculum Committees</p>	All curricula to be updated at least every five years.