

## Spencer Community Schools Curriculum Revision Process

Specific Tasks and Activities		Group Structure	Required Time Frame	Preferred Delivery Method	Professional Development Content	Funds Needed for Extended Work	
<b>YEAR ONE</b>							
<b>Planning and Preparation</b>							
1	Customize process, schedule, and group structures to conduct curriculum work for specific discipline	PK-12 Curr Ldrs and Administrators	1 day	Extended Time		None	
2A	Provide overview of curriculum revision process, including understanding of backward curriculum design philosophy/elements (Big Ideas, EUs, EQs)	All content teachers (lg group)	Depends on current district initiative/focus	Inservice(s)	Backward Curriculum Design elements	None	
2B	Provide overview of curriculum mapping process, including use of electronic mapping tools	All content teachers (lg group)	1 day	Inservice (Sept-Oct)	Curriculum Map Software	None	
3A	Identify post-secondary curriculum learning goals	PK-12 Curriculum Team (18-22)	2 days	Release Time	Research-based content, skills	\$105/day/participant	\$4800
3B	Hallmarks of Excellence developed from research base/best practices (national standards/principles)						
<b>Big Ideas</b>							
4A	Identify Big Ideas for grade/course & units of study	All content teachers (individually)	1 day	Inservice (October)	Uncovering Big Ideas in standards	None	
	Sequential layout of units/content taught						
	Avg minutes/day for discipline; Avg days/yr for units						
4B	Quality check/peer review and revision of Big Ideas identified by teachers	Peer/Expert Review Team (2-3)	1 day	Release Time (Nov)	Expertise in Big Ideas, EUs, EQs	\$105/day/participant	\$400
4C	Projected vertical K-12 map/spiral of Big Ideas and topical units of study for each grade level/course, including time frame for each unit	PK-12 Curriculum Team (18-22)	1 day	Release Time (Nov)		\$105/day/participant	\$2400
4D	Review/feedback from horizontal teams of Big Ideas	Grade level, course level & co-teachers	½ day	Inservice (Jan)		None	
4E	Finalized vertical map of Big Ideas for grade/course and topical units of study	PK-12 Curriculum Team (18-22)	½ day	Release Time (Feb)		\$105/day/participant	\$1200
<b>Overarching EUs and EQs</b>							
5A	Identify/Develop overarching Enduring Understandings and Essential Questions for grade levels/courses	Grade level, course level & co-teachers	1 day	Inservice (March)	Information on developing EUs and EQs	None	
5B	Quality check/peer review and revision of Overarching EUs and EQs for grade levels/courses	Peer/Expert Review Team (2-3)	1 day	Release Time (Apr)	Expertise in Big Ideas, EUs, EQs	\$105/day/participant	\$400
5C	Projected vertical K-12 map/spiral of overarching EUs and EQs for grade levels/courses	PK-12 Curriculum Team (18-22)	1 day	Release Time (Apr)		\$105/day/participant	\$2400
5D	Final review/feedback from horizontal teams of overarching EUs and EQs for grade levels/courses	Grade level, course level & co-teachers	½ day	Inservice (May)		None	
5E	Finalized vertical map of EUs and EQs for grade levels/courses	PK-12 Curriculum Team (18-22)	½ day	Summer (June)		\$105/day/participant	\$1200
						<b>Year 1:</b>	<b>\$12,800</b>

Specific Tasks and Activities		Group Structure	Required Time Frame	Preferred Delivery Method	Professional Development Content	Funds Needed for Extended Work	
<b>YEAR TWO</b>							
<b>Instructional Strategies and Resources</b>							
6A	Identify instructional strategies appropriate/specific to discipline needed to develop knowledge/skills	PK-12 Curriculum Team (18-22)	½ day	Release Time	Research base from experts	\$105/day/participant	\$1200
6B	Vertical articulation of instructional strategies	PK-12 Curriculum Team (18-22)	½ day	Release Time		\$105/day/participant	\$1200
7A	Identify & narrow choices of instructional resources that align with knowledge, skills & strategies	PK-12 Curr Ldrs and Administrators	1-2 days	Extended Time		None	
7B	Review/gather input on potential instructional resources/technology supports	Grade level, course level & co-teachers	1-2 hr/vendor or company	Grade/dept meetings		None	
7C	Select K-12 instructional resources that support horizontal and vertical articulation of curriculum	PK-12 Curr Ldrs and Administrators	2 hours	Extended Time	Implementation of resources	None	
<b>Topical EUs and EQs</b>							
8A	Develop topical EUs and EQs for each unit of study [1 year- or 2 semester-long courses/teacher/year; prioritize required/core classes before electives]	PK-12 Curriculum Teams (18-22)	2 days	Release or summer	Information on developing EUs and EQs	\$105/day/participant	\$4800
8B	Quality check/peer review and revision of Topical EUs and EQs	Peer/Expert Review Team (2-3)	1 day	Release or summer	Expertise in Big Ideas, EUs, EQs	\$105/day/participant	\$400
8C	Vertical articulation/spiral of topical EUs and EQs	PK-12 Curriculum Team (18-22)	1 day	Release Time		\$105/day/participant	\$2400
8D	Final review/feedback from horizontal teams on topical EUs and EQs for each unit of study	Grade level, course level & co-teachers	½ day	Inservice		None	
8E	Finalized vertical map of topical EUs and EQs	PK-12 Curriculum Team (18-22)	½ day	Release Time		\$105/day/participant	\$1200
<b>Essential Knowledge and Skills</b>							
9A	Horizontal map of essential content knowledge (nouns in benchmarks) and essential disciplinary and interdisciplinary skills (verbs in benchmarks) [1 year- or 2 semester-long courses/teacher/year]	PK-12 Curriculum Teams (18-22)	3 days	Release or summer	Information on developing a guaranteed and viable curriculum	\$105/day/participant	\$3600
9B	Quality check/peer review of essential content knowledge and essential disciplinary skills	Peer/Expert Review Team (2-3)	1 day	Release or summer	Expertise in guaranteed and viable curriculum	\$105/day/participant	\$400
9C	Vertical articulation/spiral of essential content knowledge	PK-12 Curriculum Team (18-22)	1 day	Release Time		\$105/day/participant	\$2400
	Vertical articulation/spiral of essential disciplinary skills		1 day	Release Time		\$105/day/participant	\$2400
9D	Final review/feedback from horizontal teams of essential knowledge and essential skills	Grade level, course level & co-teachers	½ day	Grade/dept meetings		None	
9E	Finalized vertical map of essential knowledge and essential skills	PK-12 Curriculum Team (18-22)	½ day	Release Time		\$105/day/participant	\$1200
						<b>Year 2:</b>	<b>\$21,200</b>

Specific Tasks and Activities		Group Structure	Required Time Frame	Preferred Delivery Method	Professional Development Content	Funds Needed for Extended Work	
<b>YEAR THREE</b>							
<b>Assessments</b>							
10A	Develop transfer tasks and common criteria for grade levels/courses	PK-12 Curriculum Team (18-22)	2 days	Summer	Performance assessments	\$105/day/participant	\$4800
	Develop common benchmark assessments for grade levels/courses		3 days	Summer	Valid, reliable assessments	\$105/day/participant	\$7200
10B	Quality check/peer review and revision of transfer tasks and benchmark assessments	Peer/Expert Review Team (2-3)	1 day	Summer	Expertise in assessments	\$105/day/participant	\$400
10C	Vertical articulation/spiral of transfer tasks and benchmark assessments to eliminate repetition of tasks and to monitor increasing complexity	PK-12 Curriculum Team (18-22)	1 day	Summer		\$105/day/participant	\$2400
10D	Review/Feedback from horizontal teams of transfer tasks and common benchmark assessments	Grade level, course level & co-teachers	½ day (3-4 hours)	Grade/dept meetings or inservice		None	
10E	Finalize transfer tasks and benchmark assessments	PK-12 Curriculum Team (18-22)	½ day	Release Time		\$105/day/participant	\$1200
<b>Learning Plans</b>							
11A	Design common introductory and learning activities for grade levels/ courses	Grade level, course level & co-teachers	1 day	Grade/dept meetings		None	
11B	Vertical articulation of learning activities to eliminate repetition and to confirm their educational value	PK-12 Curr Ldrs and Administrators	½ day	Extended Time		None	
12A	Design extension activities and modifications to differentiate for individual student learning needs	Grade level, course level & co-teachers	1 day	Grade/dept meetings		None	
12B	Quality check/peer review and revision of extension activities and modifications	Peer/Expert Review Team (2-3)	1 day	Release or summer		\$105/day/participant	\$400
13A	Identify and give input on additional unanticipated resource and/or professional development needs	Grade level, course level & co-teachers	1-2 hours	Grade/dept meetings		None	
13B	Determine need for additional instructional resources and/or professional development	PK-12 Curr Ldrs and Administrators	1-2 hours	Extended Time		None	
14A	Develop unit instructional plans, using curriculum mapping tools	All content teachers (Individually or as district grade-level, course-level teams)	1-2 hours/unit	Grade/dept meetings, or as part of tchg duties	Curriculum Map Software	None	
14B	Identify where career and global education, MCGF approaches are incorporated into learning activities						
15	Record lessons taught through diary maps, using curriculum mapping tools	All content teachers (individually)	1 hour/month	As part of teaching duties	Curriculum Map Software	None	
						<b>Year 3:</b>	<b>\$16,000</b>
						<b>3 Year Total:</b>	<b>\$50,000</b>

**Spencer Community Schools  
Overview of Curriculum Revision Process**

	<b>Tasks</b>	<i>All Content Teachers</i>	<i>K-12 Vertical Curriculum Team</i>	<i>PK-12 Curriculum Leaders/Experts</i>	<i>Grade/Course Level Horizontal Curriculum Teams</i>
1	Explanation of curriculum revision process for discipline	B, C		A	
2	External validation/research on best practices (Iowa core curriculum, national standards, national organizations for discipline, community feedback, standardized test data)	C	A	B	
3	Grade/Course-level S & B; Big Ideas/Conceptual Lens	A		B, C, E	D
4	Grade/Course-level Enduring Understandings and Essential Questions		A	B, C, E	D
5	Teaching/Learning Strategies		A	B, C, E	D
6	Instructional Resources, including technology			A, C	B
7	Organization of curriculum delivery; pacing guides		A	C	B
8	Topical/Unit Big Ideas, Enduring Understandings, and Essential Questions		A	B, C, E	D
9	Essential Knowledge, Skills, and Dispositions		A	B, C, E	D
10	Common Assessments (tasks, criteria, work samples/exemplars)		A	B, C, E	D
11	Common Learning Activities			B	A
12	Differentiation (modifications and extension activities)			B	A
13	Identification of Additional Support/Resources/Professional Development			B	A
14	Individual unit instructional plans			B	A
15	Infusion of MCGF, Career, Global Education, 21 <sup>st</sup> Century Skills			B	A
16	Diary maps, using curriculum mapping tools	A		B	