

**FY05-06 BUDGET SUPPLEMENT
BY CURRICULUM AREA**

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English Language Arts Curriculum Chair K-12

Summary Description of Position:

Curriculum Coordinators perform professional duties related to district goals, school-based School Improvement Plan needs, and state & federal curriculum program expectations. These duties include, but are not limited to, work with principals, specialists and teachers designed to provide: (1) direct support to schools as requested and/or as identified by ongoing needs assessments; (2) leadership of curriculum development, instruction, & assessment; (3) knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development; and (4) content expertise and collaboration specific to teacher supervision, observation, & evaluation.

Examples of English Language Arts Related Duties and Responsibilities:

- 1) **Direct support to schools as requested &/or as identified by ongoing needs assessments**
 - a) Plan courses and course catalogue with Dr. Knight
 - b) Collaborate with CRLS principal for NEASC preparation, evaluation and responses
 - c) Write general learning expectations, rubrics and plan their integration into courses
 - d) Preview and order books & resources
 - e) Plan and lead district content middle school meetings
 - f) Supervise and evaluate middle school content teachers
 - g) Collaborate with principals and teachers to improve 8th to 9th grade transition
 - h) Lead teacher study groups
 - i) Plan and chair English department meetings at CRLS
 - j) Coordinate literacy initiatives with Out of School time programs such as 21st Century grant, Work Force
 - k) Assist High School Extension Program teachers and principal

- 2) **Leadership of curriculum development, instruction, & assessment**
 - a) Oversee and develop CPS Periodic Assessments
 - b) Organize writing and revision of K-8 Learning Expectations
 - c) Organize writing and revision of 9-12 Learning Expectations
 - d) Write K-8 curriculum and prepare grade level curriculum documents
 - e) Incorporate additional reading and writing activities into all curriculum areas
 - f) Research, investigate and introduce leading edge instructional materials in content area
 - g) Collaborate with Executive Director and principals to support CPS student achievement goals
 - h) Determine courses and content for courses compatible with the block schedule model
 - i) Lead planning to expand Advanced Placement offerings
 - j) Design 9th and 10th grade MCAS ELA support classes
 - k) Create CRLS English course content for Honors and CP level classes in the block
 - l) Analyze MCAS, Early Literacy, and Reading Recovery data to determine effectiveness of programs and to identify schools & grade levels that need additional coaching support
 - m) Plan and write English Language Arts Curriculum documents for each K-8 grade level
 - n) Revise CPS Language Arts curriculum based on new standards released by DOE in 2004

- 3) **Knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development**
- a) With principals and Executive Director, plan and conduct professional development to support School Improvement Plan action plans
 - b) Plan and conduct grade level in-service such as writing assessment, reading strategies, 6 Traits Writing Rubric
 - c) Present curriculum details at New Teacher Induction Program
 - d) Initiate, write and manage grants (Reading First)
 - e) Provide individual coaching for CRLS English teachers and elementary language arts teachers, based on School Improvement Plan action plans
 - f) Collaborate with local universities, e.g., Harvard, Lesley, Wheelock to improve reading achievement K-12 through programs such as Literacy Collaborative, Harvard Reading Lab and Wheelock Adolescent Literacy program
 - g) Meet with school-based literacy coordinators to monitor implementation of Literacy Collaborative
 - h) Support Jr. Kindergarten expansion
- 4) **Content expertise and collaboration specific to teacher supervision, observation, & evaluation**
- a) Collaborate with principals and deans to supervise and evaluate 16 teachers and coaches (principal/dean conducts 2 observations, coordinator conducts 2 observations)
 - b) Collaborate with Deans and Dr. Knight to hire, supervise, and evaluate teachers
 - c) Supervise ELA coaches and Early Childhood Coordinator

Mathematics Curriculum Chair K-12

Summary Description of Position:

Curriculum Coordinators perform professional duties related to district goals, school-based School Improvement Plan needs, and state & federal curriculum program expectations. These duties include, but are not limited to, work with principals, specialists and teachers designed to provide: (1) direct support to schools as requested and/or as identified by ongoing needs assessments; (2) leadership of curriculum development, instruction, & assessment; (3) knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development; and (4) content expertise and collaboration specific to teacher supervision, observation, & evaluation.

Examples of Mathematics Related Duties and Responsibilities:

- 1) **Direct support to schools as requested &/or as identified by ongoing needs assessments**
 - a) Plan courses and course catalogue with Dr. Knight
 - b) Meet with High School Extension Program teachers to plan curriculum and instruction
 - c) Collaborate with CRLS principal for NEASC preparation, evaluation and responses
 - d) Assist with the creation of CRLS schedule and assignment of CRLS Math teachers in that schedule
 - e) Assist with recruiting, resume screening, and hiring of Mathematics teacher(s)
 - f) Write general learning expectations, rubrics and plan their integration into courses
 - g) Preview and order books & resources
 - h) Collaborate with Deans and Dr. Knight to hire, supervise, and evaluate teachers
 - i) Plan and lead district content middle school meetings
 - j) Supervise and evaluate middle school content teachers
 - k) Collaborate with principals and teachers to improve 8th to 9th grade transition
 - l) Lead teacher study groups
 - m) Lead, supervise, and support Instructional Support Coaches in providing schools and teachers with customized support in looking at their mathematics data
 - n) Analyze MCAS data with principals to identify areas of need for teacher and student support
 - o) Work with principals and grade cluster teams to evaluate periodic assessment summaries
 - p) Assist with the planning and implementation of IMP parent information night at CRLS
 - q) Assist with CPS placements and supervision of MIT students in the Teacher Education Program
 - r) Coordinate with After School time programs to assist students needing math support
- 2) **Leadership of curriculum development, instruction, & assessment**
 - a) Design, write, and revise CPS assessments
 - b) Implement curriculum writing and alignment to state standards
 - c) Organize writing and revision of K-8 Learning Expectations
 - d) Organize writing and revision of 9-12 Learning Expectations
 - e) Write K-8 curriculum and prepare grade level curriculum documents
 - f) Incorporate additional reading and writing activities into all curriculum areas

- g) Research, investigate and introduce leading edge instructional materials in content area
- h) Collaborate with Executive Director and principals to support CPS student achievement goals
- i) Plan units of study for Honors and College Prep courses
- j) Determine courses and content for courses compatible with the block schedule model schedule
- k) Lead planning to expand Advanced Placement offerings
- l) Design Math pacing and alignment documents for grades K-8
- m) Participate in the collection of input and feedback from teachers necessary to produce CPS Mathematics Assessments for grades 2-8

3) Knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development

- a) With principals and Executive Director, plan and conduct professional development to support School Improvement Plan action plans
- b) Plan and conduct summer institutes (Math curriculum planning)
- c) Plan and conduct grade level in-service such as TERC *Investigations* math
- d) Present curriculum details at New Teacher Induction Program
- e) Plan and implement workshop for school-based Math coaches and support staff

4) Content expertise and collaboration specific to teacher supervision, observation, & evaluation

- a) Collaborate with principals and deans to supervise and evaluate 15 teachers and coaches (principal/dean conducts 2 observations, coordinator conducts 2 observations)

Science Coordinator K-12

Summary Description of Position:

Curriculum Coordinators perform professional duties related to district goals, school-based School Improvement Plan needs, and state & federal curriculum program expectations. These duties include, but are not limited to, work with principals, specialists and teachers designed to provide: (1) direct support to schools as requested and/or as identified by ongoing needs assessments; (2) leadership of curriculum development, instruction, & assessment; (3) knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development; and (4) content expertise and collaboration specific to teacher supervision, observation, & evaluation.

Examples of Science Related Duties and Responsibilities:

- 1) **Direct support to schools as requested &/or as identified by ongoing needs assessments**
 - a) Work directly with students, e.g., organize science fairs, Earthwatch participation
 - b) Lead high school curriculum department meetings two times per month
 - c) Plan courses and course catalogue with Dr. Knight
 - d) Meet with High School Extension Program teachers to plan curriculum and instruction
 - e) Collaborate with CRLS principal for NEASC preparation, evaluation and responses
 - f) Write general learning expectations, rubrics and plan their integration into courses
 - g) Preview and order books & resources
 - h) Collaborate with Deans and Dr. Knight to hire, supervise, and evaluate teachers
 - i) Plan and lead district content middle school meetings
 - j) Supervise and evaluate middle school content teachers
 - k) Collaborate with principals and teachers to improve 8th to 9th grade transition
 - l) Lead teacher study groups
 - m) Organize family science nights at Harvard Museum of Natural History and Tobin School
 - n) Provide StarLab to individual classrooms as culminating activity (e.g., for Sun and Shadows curriculum in Grade 4)
 - o) Organize and administer annual MIT/Cambridge Science Expo (this year May 6, 2005)
 - p) Organize and sponsor two Science Olympiad Teams (Tobin and Kennedy/Longfellow)
 - q) Organize CRLS Science Fair March 8th 2005
 - r) Initiate and plan CSI Earthwatch Institute opportunity for team of CRLS students in April 2005
- 2) **Leadership of curriculum development, instruction, & assessment**
 - a) Implement curriculum writing and alignment to state standards
 - b) Organize writing and revision of K-8 Learning Expectations
 - c) Organize writing and revision of 9-12 Learning Expectations
 - d) Write K-8 curriculum and prepare grade level curriculum documents
 - e) Incorporate additional reading and writing activities into all curriculum areas
 - f) Research, investigate and introduce leading edge instructional materials in content area
 - g) Plan units of study for Honors and College Prep courses
 - h) Determine courses and content for courses compatible with the block schedule model schedule
 - i) Lead planning to expand Advanced Placement offerings

- j) Collaborate with Executive Director and principals to support CPS student achievement goals
- k) Plan and provide Maynard Ecology Center programs, access and support K-12

3) Knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development

- a) With principals and Executive Director, plan and conduct professional development to support School Improvement Plan action plans
- b) Plan and conduct summer institutes (Physics First, Chemistry assessment curriculum planning)
- c) Plan and conduct grade level in-service such as science unit revision
- d) Present curriculum details at New Teacher Induction Program
- e) Support and implement *Cambridge Science Initiative* partnership with Brevard County
- f) Write, direct and evaluate TELS Grant with UC Berkeley and Concord Consortium
- g) Establish and maintain partnerships with MIT, Harvard, TERC, Concord Consortium, Museum of Science, EDC, CFD, and Framingham State for graduate credit for science professional development
- h) Research Advanced Placement appropriate Web sites and disseminate to teachers, such as Weather on the Web, Science Expo Links, Human Body Systems through TrackStar
- i) Collaborate with Biogen scientists
- j) Plan and deliver five part session on Nanotechnology with Harvard Division of Engineering and Applied Science for all CRLS science staff

4) Content expertise and collaboration specific to teacher supervision, observation, & evaluation

- a) Collaborate with principals and deans to supervise and evaluate 24 teachers and coaches (principal/dean conducts 2 observations, coordinator conducts 2 observations)

History/Social Studies Curriculum Chair K-12

Summary Description of Position:

Curriculum Coordinators perform professional duties related to district goals, school-based School Improvement Plan needs, and state & federal curriculum program expectations. These duties include, but are not limited to, work with principals, specialists and teachers designed to provide: (1) direct support to schools as requested and/or as identified by ongoing needs assessments; (2) leadership of curriculum development, instruction, & assessment; (3) knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development; and (4) content expertise and collaboration specific to teacher supervision, observation, & evaluation.

Examples of History/Social Studies Related Duties and Responsibilities:

1) Direct support to schools as requested &/or as identified by ongoing needs assessments

- a) Work directly with students, e.g., National History Day
- b) Work with principal and Project COOL grant to expand teacher knowledge of Teaching for Understanding curriculum planning model
- c) Meet with High School Extension Program teachers to plan curriculum and instruction
- d) Collaborate with CRLS principal for NEASC preparation, evaluation and responses
- e) Write general learning expectations, rubrics and plan their integration into courses
- f) Participate in committee to create Curriculum Review Cycle
- g) Preview and order books & resources
- h) Collaborate with Deans and Dr. Knight to hire, supervise, and evaluate teachers
- i) Plan and lead district content middle school meetings
- j) Supervise and evaluate middle school content teachers
- k) Collaborate with principals and teachers to improve 8th to 9th grade transition
- l) Lead teacher study groups
- m) Organize and manage National History Day at CRLS (participation is mandatory for 10th/11th grade Honors students)
- n) Chair the NEASC instruction committee
- o) Presentation on the Iraq war for the history department, in cooperation with students and the Cambridge Peace Commission
- p) Facilitate CRLS's Model United Nations with the work being done by Councilwoman Marjorie Decker, involving communities in UN affairs
- q) Participate as board member of CitySprouts, an urban gardening program in four Cambridge elementary schools

2) Leadership of curriculum development, instruction, & assessment

- a) Implement curriculum writing and alignment to state standards
- b) Organize writing and revision of K-8 Learning Expectations
- c) Organize writing and revision of 9-12 Learning Expectations
- d) Write K-8 curriculum and prepare grade level curriculum documents
- e) Research, investigate and introduce leading edge instructional materials in content area
- f) Collaborate with Executive Director and principals to support CPS student achievement goals

- g) Plan units of study for Honors and College Prep courses
- h) Determine courses and content for courses compatible with the block schedule model
- i) Lead planning to expand Advanced Placement offerings
- j) Plan courses and course catalogue with Dr. Knight
- k) Organize and lead CRLS curriculum writing teams to implement state frameworks in Honors and College Prep classes for the block schedule
- l) Convene and support curriculum teams in the elementary schools as they research and write standards-based and interdisciplinary curriculum units. These require four meetings per team per year, plus additional out of school, all day meetings (two per year).
- m) Lead writing of middle school social studies curriculum for grades 6-8 aligned to the newly voted Mass. history/social studies frameworks
- n) Lead Association for Supervision and Curriculum Development (ASCD) grant to support an elective in public health history and research methods.

3) Knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development

- a) With principals and Executive Director, plan and conduct professional development to support School Improvement Plan action plans
- b) Plan and conduct summer institutes (Teaching American History)
- c) Plan and conduct grade level in-service such as writing in the social studies content area-present curriculum details at New Teacher Induction Program
- d) Write and implement \$750K Teaching American History (TAH) grant from the Federal government; plan and lead summer TAH institute for CPS history teachers.

4) Content expertise and collaboration specific to teacher supervision, observation, & evaluation

- a) Collaborate with principals and deans to supervise and evaluate 14 teachers
- b) (principal/dean conducts 2 observations, coordinator conducts 2 observations)

Library Media Curriculum Coordinator K-12

Summary Description of Position:

Curriculum Coordinators perform professional duties related to district goals, school-based School Improvement Plan needs, and state & federal curriculum program expectations. These duties include, but are not limited to, work with principals, specialists and teachers designed to provide: (1) direct support to schools as requested and/or as identified by ongoing needs assessments; (2) leadership of curriculum development, instruction, & assessment; (3) knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development; and (4) content expertise and collaboration specific to teacher supervision, observation, & evaluation.

Examples of Library Media Related Duties and Responsibilities:

- 1) **Direct support to schools as requested &/or as identified by ongoing needs assessments**
 - a) Work with principal and Project COOL grant to expand teacher knowledge of Teaching for Understanding curriculum planning model
 - b) Collaborate with CRLS principal for NEASC preparation, evaluation and responses
 - c) Write general learning expectations, rubrics and plan their integration into courses
 - d) Preview and order books & resources
 - e) Collaborate with Deans and Dr. Knight to hire, supervise, and evaluate library staff
 - f) Work with 6 schools participating in LSTA nonfiction curriculum project to develop and implement reading/writing projects connected to author visits
 - g) Meet with parent library volunteers, and speak to parent groups at principals' request
 - h) Renovation planning and support-annually work with librarians/principals for library facility equipment, furniture, space improvements
 - i) Support community partnerships: Cambridge Public Library / Cambridge Literacy Cooperative—collaboration for special events and programs, e.g., Summer Reading, Cambridge Forum guest author programs

- 2) **Leadership of curriculum development, instruction, & assessment**
 - a) Implement curriculum writing and alignment to state standards
 - b) Organize writing and revision of K-8 Learning Expectations
 - c) Organize writing and revision of 9-12 Learning Expectations
 - d) Write K-8 curriculum and prepare grade level curriculum documents
 - e) Incorporate additional reading and writing activities into all curriculum areas
 - f) Research, investigate and introduce leading edge instructional materials in content area
 - g) Collaborate with Executive Director and principals to support CPS student achievement goals

- 3) **Knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development**
 - a) With principals and Executive Director, plan and conduct professional development to support School Improvement Plan action plans
 - b) Plan and conduct summer institutes (Project COOL summer workshops)
 - c) Plan and conduct grade level in-service such as nonfiction reading strategies,
 - d) Present curriculum details at New Teacher Induction Program

- e) Support planning of units of study for Honors and College Prep courses
- f) Plan and lead district library meetings
- g) Collaborate with principals and teachers to improve 8th to 9th grade transition
- h) Lead teacher study groups
- i) Update action plan required by Mass. Board of Library commissioners, to remain eligible for federal grants and online resources
- j) Coordinate practicums and clinical supervision: school library K-12 practicums in collaboration with Simmons Graduate School of Library and Information Science: Five (5) placements during SY:04-05

4) Content expertise and collaboration specific to teacher supervision, observation, & evaluation

- a) Collaborate with principals and deans to supervise and evaluate 4 librarians (principal/dean conducts 2 observations, coordinator conducts 2 observations)
- b) Create and implement new Library Media Specialist evaluation tool for supervision and evaluation.

Educational Technology Curriculum Coordinator K-12

Summary Description of Position:

Curriculum Coordinators perform professional duties related to district goals, school-based School Improvement Plan needs, and state & federal curriculum program expectations. These duties include, but are not limited to, work with principals, specialists and teachers designed to provide: (1) direct support to schools as requested and/or as identified by ongoing needs assessments; (2) leadership of curriculum development, instruction, & assessment; (3) knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development; and (4) content expertise and collaboration specific to teacher supervision, observation, & evaluation.

Examples of Educational Technology Related Duties and Responsibilities:

- 1) **Direct support to schools as requested &/or as identified by ongoing needs assessments**
 - a) Work with principal and Project COOL grant to expand teacher knowledge of Teaching for Understanding curriculum planning model
 - b) Write general learning expectations, rubrics and plan their integration into courses
 - c) Participate in committee to create Curriculum Review Cycle
 - d) Preview and order books & resources
 - e) Collaborate with Deans and Dr. Knight to hire, supervise, & evaluate technical specialists
 - f) Collaborate with principals and teachers to improve 8th to 9th grade transition
 - g) Help with the development of the NEASC report and individual school technology plans
 - h) Develop CRLS whole school goal rubric for technology integration

- 2) **Leadership of curriculum development, instruction, & assessment**
 - a) Implement curriculum writing and alignment to state standards
 - b) Organize writing and revision of K-8 Learning Expectations
 - c) Organize writing and revision of 9-12 Learning Expectations
 - d) Work with MIS department to develop a web-based repository of curriculum units and exemplary teacher instruction
 - e) Incorporate additional reading and writing activities into all curriculum areas
 - f) Research, investigate and introduce leading edge instructional materials in content area
 - g) Collaborate with Executive Director and principals to support CPS student achievement goals
 - h) Support planning of units of study for Honors and College Prep courses
 - i) Facilitate and assist teachers working to integrate technology through the development of technology enhanced curriculum units
 - j) Review and purchase hardware, ensure implementation for all school sites and maintain inventory of hardware and software

- 3) **Knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development**
 - a) With principals and Executive Director, plan and conduct professional development to support School Improvement Plan action plans
 - b) Plan and conduct summer institutes (Project COOL workshop)

- c) Plan and conduct grade level in-service such as technology for content instruction
- d) Present curriculum details at New Teacher Induction Program
- e) Work with the collaborative design groups at CRLS to integrate technology.
- f) Manage fund 170A- Project COOL \$100,000 for professional development and collaborative design work. Serve as a member of the Leadership Team that insures that Project COOL is effectively implemented
- g) Organize and implement district wide training for teachers, paraprofessionals and clerks on specific software skills and packages.
- h) Implement state and local technology mandates
- i) Research and write grants to enhance technology integration in the schools
- j) Respond to the state mandate for an approved Technology Plan each year
- k) Assure that schools are properly knowledgeable about Internet safety, Acceptable Use policies and web guidelines.

4) Content expertise and collaboration specific to teacher supervision, observation, & evaluation

- a) Collaborate with principals and deans to supervise and evaluate 7 technology teachers and 10 technology specialists (principal/dean conducts 2 observations, coordinator conducts 2 observations)

World Languages Coordinator K-12

Summary Description of Position:

Curriculum Coordinators perform professional duties related to district goals, school-based School Improvement Plan needs, and state & federal curriculum program expectations. These duties include, but are not limited to, work with principals, specialists and teachers designed to provide: (1) direct support to schools as requested and/or as identified by ongoing needs assessments; (2) leadership of curriculum development, instruction, & assessment; (3) knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development; and (4) content expertise and collaboration specific to teacher supervision, observation, & evaluation.

Examples of World Languages Related Duties and Responsibilities:

- 1) **Direct support to schools as requested &/or as identified by ongoing needs assessments**
 - a) Lead high school curriculum department meetings two times per month
 - b) Plan courses and course catalogue with Dr. Knight
 - c) Meet with High School Extension Program teacher to plan curriculum and instruction
 - d) Collaborate with principals and teachers to improve 8th to 9th grade transition
 - e) Lead teacher study groups
 - f) Collaborate with CRLS principal for NEASC preparation, evaluation and responses
 - g) Write general learning expectations, rubrics and plan their integration into courses
 - h) Preview and order books & resources
 - i) Collaborate with Deans and Dr. Knight to hire, supervise, and evaluate teachers
 - j) Tutor students every morning from 6 to 8 a.m. for drop-in help or tutoring

- 2) **Leadership of curriculum development, instruction, & assessment**
 - a) Implement curriculum writing and alignment to state standards
 - b) Organize writing and revision of K-8 Learning Expectations
 - c) Organize writing and revision of 9-12 Learning Expectations
 - d) Incorporate additional reading and writing activities into all curriculum areas
 - e) Research, investigate and introduce leading edge instructional materials in content area
 - f) Collaborate with Executive Director and principals to support CPS student achievement goal Plan units of study for Honors and College Prep courses
 - g) Lead planning to expand Advanced Placement offerings
 - h) Revise curriculum and lab activities for compatibility with block scheduling model

- 3) **Knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development**
 - a) With principals and Executive Director, plan and conduct professional development to support School Improvement Plan action plans
 - b) Plan and conduct in-service such as oral proficiency assessment

- c) Work closely with new teachers to plan lessons, develop proficiency activities and evaluate student performance
- d) Manage CASIT program/activities for the Haggerty School (CASIT is an organization that promotes the study of Italian in the New England area)
- e) Manage grant from the Italian Consulate for the study of Italian for grades K-6 at the Kennedy/Longfellow School

4) Content expertise and collaboration specific to teacher supervision, observation, & evaluation

- a) Collaborate with principals and deans to supervise and evaluate 18 teachers (principal/dean conducts 2 observations, coordinator conducts 2 observations)

Director of Bilingual Education & English Language Acquisition K-12

Summary Description of Position:

Curriculum Coordinators perform professional duties related to district goals, school-based School Improvement Plan needs, and state & federal curriculum program expectations. These duties include, but are not limited to, work with principals, specialists and teachers designed to provide: (1) direct support to schools as requested and/or as identified by ongoing needs assessments; (2) leadership of curriculum development, instruction, & assessment; (3) knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development; and (4) content expertise and collaboration specific to teacher supervision, observation, & evaluation.

Examples of Bilingual/English Language Acquisition Related Duties and Responsibilities:

- 1) Direct support to schools as requested &/or as identified by ongoing needs assessments**
 - a) Determine courses and content for courses compatible with the block schedule model
 - b) Plan courses and course catalogue with Dr. Knight
 - c) Collaborate with CRLS principal for NEASC preparation, evaluation and responses
 - d) Write general learning expectations, rubrics and plan their integration into courses
 - e) Preview and order books & resources
 - f) Collaborate with Deans and Dr. Knight to hire, supervise, and evaluate teachers
 - g) Plan and lead district department meetings
 - h) Collaborate with principals and teachers to improve 8th to 9th grade transition
 - i) Lead teacher study groups
 - j) Work with principals to structure and implement redesigned English immersion programs to comply with new state and federal laws

- 2) Leadership of curriculum development, instruction, & assessment**
 - a) Implement curriculum writing and alignment to state standards
 - b) Organize writing and revision of K-8 Learning Expectations
 - c) Organize writing and revision of 9-12 Learning Expectations
 - d) Write K-8 curriculum and prepare grade level curriculum documents
 - e) Incorporate additional reading and writing activities into all curriculum areas
 - f) Research, investigate and introduce leading edge instructional materials in content area
 - g) Collaborate with Executive Director and principals to support CPS student achievement goals
 - h) Refinement of the Cambridge benchmarks for assessments in terms of specific assessment benchmark indicators for English language Learners (LAS R/W, MEPA R/W, SSALD & MELA-O) differentiated by student levels: Beginner, Early Intermediate, Intermediate and Transitioning for K-12 by district and by individual schools.
 - i) Implement both state mandated tests and federally required formal and informal assessments at four (4) junctures during the school year for all ELL students

3) Knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development

- a) Implement curriculum writing and alignment to state standards
- b) Organize writing and revision of K-8 Learning Expectations
- c) Organize writing and revision of 9-12 Learning Expectations
- d) Write K-8 curriculum and prepare grade level curriculum documents
- e) Incorporate additional reading and writing activities into all curriculum areas
- f) With principals and Executive Director, plan and conduct professional development to support School Improvement Plan action plans
- g) Plan and conduct summer institutes (Second Language Assessment)
- h) Plan and conduct grade level in-service such as MELA-O assessment training
- i) Present curriculum details at New Teacher Induction Program
- j) Initiate, write and manage grants (Title III)
- k) Attend State Bilingual/ESL Directors' meetings monthly to facilitate implementation of new requirements of sheltered English immersion instruction and assessments
- l) Provide instruction to CPS teachers and paraprofessionals seeking certification and highly qualified status
- m) Support principals to facilitate the collaboration and training of teacher teams in the Sheltered English Immersion (SEI) with mainstreamed classrooms
- n) Assist in the coordination among Special Ed, ESL and Title I services for ELL students for Kindergarten screening, assessment of oral language, English proficiency and literacy needs.

4) Content expertise and collaboration specific to teacher supervision, observation, & evaluation

- a) Collaborate with principals and deans to supervise and evaluate 20 teachers (principal/dean conducts 2 observations, coordinator conducts 2 observations)

District Title I Coordinator

Summary Description of Position:

Curriculum Coordinators perform professional duties related to district goals, school-based School Improvement Plan needs, and state & federal curriculum program expectations. These duties include, but are not limited to, work with principals, specialists and teachers designed to provide: (1) direct support to schools as requested and/or as identified by ongoing needs assessments; (2) leadership of curriculum development, instruction, & assessment; (3) knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development; and (4) content expertise and collaboration specific to teacher supervision, observation, & evaluation.

Examples of Title I Related Duties and Responsibilities:

- 1) **Direct support to schools as requested &/or as identified by ongoing needs assessments**
 - a) Implement curriculum writing and alignment to state standards
 - b) Work directly with students, e.g., Books for Bingo, Family Fun Day
 - c) Incorporate additional reading and writing activities into all curriculum areas
 - d) Oversee appropriate implementation of Title I funds
 - e) Plan and supervise Title I parent activities district wide and in individual schools
 - f) Convene and lead Title I Parent Advisory Committee
 - g) Prepare Title I Monthly Parent Calendar and newsletter
 - h) Assist district staff and principals to implement NCLB mandates and compliance actions
 - i) Collaborate with McKinney-Vento representatives for homeless/shelter children

- 2) **Leadership of curriculum development, instruction, & assessment**
 - a) Research, investigate and introduce leading edge instructional materials in content area
 - b) Collaborate with Executive Director and principals to support CPS student achievement goals
 - c) Support creation of CPS assessments

- 3) **Knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development**
 - a) With principals and Executive Director, plan and conduct professional development to support School Improvement Plan action plans
 - b) Plan and conduct grade level in-service such as writing assessment, reading strategies, TERC *Investigations* math, 6 Traits Writing Rubric
 - c) Present curriculum details at New Teacher Induction Program
 - d) Develop, write and manage annual Title I proposal (budget and programmatic description) to comply with federal and state regulations
 - e) Meet with Title I school-based family liaisons (2x per year) to update on budget and regulations under NCLB
 - f) Work with CTA and MTA to provide training for paraprofessionals
 - g) Collaborate with Lesley University regarding Literacy Collaborative and Reading Recovery Program
 - h) Liaison with Supplemental Service Providers

- i) Develop and write Early Literacy Intervention Grant
- j) Develop and co-write Even Start Grant with Community Learning Center Director
- k) Provide professional development opportunities for Title I staff
- l) Work with CTA and MTA to provide training for paraprofessionals
- m) Assist Literacy Coordinators in planning for school specific professional development
- n) Coordinate and disseminate external resources of professional dev. activities

4) Content expertise and collaboration specific to teacher supervision, observation, & evaluation

- a) Collaborate with principals to supervise and evaluate 5 (average) teachers (principal/dean conducts 2 observations, coordinator conducts 2 observations)
- b) Recruit and hire Even Start Co-Coordinator Lead Teacher and Assistant Teachers
- c) Recruit and hire Title I staff in collaboration with school principals
- d) Recruit and hire teachers from district and outside (parochial schools) to work in After-School Programs
- e) Recruit and hire teachers from district for summer programs at selected Title I schools

Coordinator for Multicultural Curriculum and Programs K-12

Summary Description of Position:

Curriculum Coordinators perform professional duties related to district goals, school-based School Improvement Plan needs, and state & federal curriculum program expectations. These duties include, but are not limited to, work with principals, specialists and teachers designed to provide: (1) direct support to schools as requested and/or as identified by ongoing needs assessments; (2) leadership of curriculum development, instruction, & assessment; (3) knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development; and (4) content expertise and collaboration specific to teacher supervision, observation, & evaluation.

Examples of Multicultural Related Duties and Responsibilities:

- 1) **Direct support to schools as requested &/or as identified by ongoing needs assessments**
 - a) Work directly with students, e.g., MSAN student conferences, STARS program at CRLS
 - b) Work with principal and Project COOL grant to expand teacher knowledge of Teaching for Understanding curriculum planning model
 - c) Collaborate with CRLS principal for NEASC preparation, evaluation and responses
 - d) Write general learning expectations, rubrics and plan their integration into courses
 - e) Preview and order books & resources
 - f) Collaborate with Deans and Dr. Knight by serving on search committees
 - g) Collaborate with principals and teachers to strengthen 8th to 9th grade transition
 - h) Lead teacher study groups
 - i) Coordinate student and teacher teams for participation in Minority Student Achievement Network conferences and initiatives, including the forthcoming conference to be hosted in Cambridge next fall
 - j) Coordinate the follow-up work growing out of CRLS participation in MSAN National Student Conference in Princeton, NJ, September 30-October 2, 2004
 - k) Co-author with other curriculum specialists and teachers portions of a published five part series on African Americans in U.S. History
 - l) Work with the S.T.A.R.S., peer educators program, the Cambridge School Volunteers, and several of the SLCs on projects such as developing material for websites and PD on diversity issues
 - m) Collaborate with CRLS principal to plan and implement the Man-to-Man Empowerment Program.
 - n) Support the Cambridgeport School parents in their Closing the GAP Campaign
- 2) **Leadership of curriculum development, instruction, & assessment**
 - a) Assist curriculum writing and alignment to state standards
 - b) Research, investigate and introduce leading edge instructional materials
 - c) Preview and create curriculum materials to address anti-bullying curriculum, classroom lessons to explore race and ethnicity, and African Americans in U.S. History
 - d) Collaborate with Executive Director and principals to support CPS student achievement goals

- 3) **Knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development**
- a) With principals and Executive Director, plan and conduct professional development to support School Improvement Plan action plans
 - b) Offer the course Generating Expectations for Student Achievement (#28001-Electronic Registrar) to teachers, per request of principal, to address school-based professional development for school climate goals
 - c) Lead district's curriculum bias review committee, including a plan for implementation and training, as required by Mass. DOE Coordinated Review mandate.
 - d) Develop active O.M.E. web page at district's web site. An outgrowth of the work of the committee that developed the Curriculum Bias Review Policy, the O.M.E. website will offer a variety of resource connections both in and outside CPSD for teachers and administrators around multicultural issues
 - e) Provide sessions on equity and diversity topics to new teachers in the New Teacher Induction Program
- 4) **Content expertise and collaboration specific to teacher supervision, observation, & evaluation**
- a) Not Applicable during SY:04-05

Health, Physical Education and Athletics Coordinator K-12

Summary Description of Position:

Curriculum Coordinators perform professional duties related to district goals, school-based School Improvement Plan needs, and state & federal curriculum program expectations. These duties include, but are not limited to, work with principals, specialists and teachers designed to provide: (1) direct support to schools as requested and/or as identified by ongoing needs assessments; (2) leadership of curriculum development, instruction, & assessment; (3) knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development; and (4) content expertise and collaboration specific to teacher supervision, observation, & evaluation.

Examples of HPEA Related Duties and Responsibilities:

1) Direct support to schools as requested &/or as identified by ongoing needs assessments

- a) Work directly with students, e.g., athletics, fitness activities
- b) Lead high school curriculum department meetings two times per month
- c) Plan and lead district department meetings
- d) Collaborate with principals and teachers to improve 8th to 9th grade transition
- e) Determine courses and content for courses compatible with the block schedule model schedule
- f) Collaborate with CRLS principal for NEASC preparation, evaluation and responses
- g) Write general learning expectations, rubrics and plan their integration into courses
- h) Preview and order equipment & resources
- i) Collaborate with Deans and Dr. Knight to hire, supervise, and evaluate teachers
- j) Plan courses and course catalogue with Dr. Knight
- k) Meet with High School Extension Program teachers to plan curriculum and instruction
- l) Work with elementary teachers and community leaders to create feeder programs for JV and Varsity sports at the secondary level
- m) Plan and implement intramural programs and before school programs for 11 elementary schools with approximately 90 part-time coaches
- n) Plan and implement Freshman, JV and Varsity sports programs at the high school level with approximately 65 part-time coaches
- o) Plan over 600-700 athletic events both away and home & in state/out of state
- p) Supervise maintenance of the Athletic Complex at the High School

- 2) **Leadership of curriculum development, instruction, & assessment**
 - a) Implement curriculum writing and alignment to state standards
 - b) Organize writing and revision of K-8 Learning Expectations
 - c) Organize writing and revision of 9-12 Learning Expectations
 - d) Write K-8 curriculum and prepare grade level curriculum documents
 - e) Incorporate additional reading and writing activities into all curriculum areas
 - f) Research, investigate and introduce leading edge instructional materials in content area
 - g) Collaborate with Executive Director and principals to support CPS student achievement goals
 - h) Promote and oversee implementation of alternative Health, Physical Education and Athletics curricula and programs

- 3) **Knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development**
 - a) With principals and Executive Director, plan and conduct professional development to support School Improvement Plan action plans
 - b) Provide reports, such as Title IX compliance, to support central office/school committee/city council requests
 - c) Plan and conduct in-service such Project Adventure
 - d) Compile and assess Fitness Testing Data
 - e) Collaborate with Cambridge Health Alliance to conduct and disseminate Cambridge Public Schools Obesity Research

- 4) **4.Content expertise and collaboration specific to teacher supervision, observation, & evaluation**
 - a) Collaborate with principals and deans to supervise and evaluate 14 teachers and program leaders (principal/dean conducts 2 observations, coordinator conducts 2 observations)

Visual and Performing Arts Coordinator K-12

Summary Description of Position:

Curriculum Coordinators perform professional duties related to district goals, school-based School Improvement Plan needs, and state & federal curriculum program expectations. These duties include, but are not limited to, work with principals, specialists and teachers designed to provide: (1) direct support to schools as requested and/or as identified by ongoing needs assessments; (2) leadership of curriculum development, instruction, & assessment; (3) knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development; and (4) content expertise and collaboration specific to teacher supervision, observation, & evaluation.

Examples of Visual and Performing Arts Related Duties and Responsibilities:

- 1) **Direct support to schools as requested &/or as identified by ongoing needs assessments**
 - a) Plan courses and course catalogue with Dr. Knight
 - b) Work with principal and Project COOL grant to expand teacher knowledge of Teaching for Understanding curriculum planning model
 - c) Meet with High School Extension Program teachers to plan curriculum and instruction
 - d) Work directly with students, e.g., direct plays, art displays
 - e) Collaborate with CRLS principal for NEASC preparation, evaluation and responses
 - f) Hire artists to work with teachers in the classroom
 - g) Develop, organize, and implement programs for K-12 students such as the recent First Annual Arts Clinics for 8th graders, Playwriting Contest, Days in the Arts Program at Tanglewood, CityStep Dance Theatre program, and Performing Arts Student Series (P.A.S.S.) Program that subsidizes ticket admission to plays, concerts, museums, and cultural events
 - h) Provide arts performance opportunities to students in art, music, drama and dance and access to professional performances for students by developing and maintaining relationships with community and cultural resources and organizations, such as Fogg Art Museum, Cambridge Arts Council, Jose Mateo Ballet Theatre, Museum of Fine Arts, Boston Symphony Orchestra, Wang Center for the Performing Arts, New England Conservatory, Cambridge Multicultural Arts Center
 - i) Write general learning expectations, rubrics and plan their integration into courses
 - j) Preview and order books & resources
 - k) Collaborate with Deans and Dr. Knight to hire, supervise, and evaluate teacher
 - l) Plan and lead district meetings
 - m) Collaborate with principals and teachers to improve 8th to 9th grade transition
 - n) Lead teacher study groups

- 2) **Leadership of curriculum development, instruction, & assessment**
 - a) Implement curriculum writing and alignment to state standards
 - b) Organize writing and revision of K-8 Learning Expectations
 - c) Organize writing and revision of 9-12 Learning Expectations
 - d) Write K-8 curriculum and prepare grade level curriculum documents
 - e) Incorporate additional reading and writing activities into all curriculum areas

- f) Research, investigate and introduce leading edge instructional materials in content area
- g) Collaborate with Executive Director and principals to support CPS student achievement goals
- h) Lead high school curriculum department meetings two times per month
- i) Plan units of study for Honors and College Prep courses
- j) Determine courses and content for courses compatible with the block schedule model schedule
- k) Lead planning to expand Advanced Placement offerings

3) Knowledge, skills & curriculum consultation to ensure consistent, ongoing comprehensive professional development

- a) With principals and Executive Director, plan and conduct professional development to support School Improvement Plan action plans
- b) Plan and conduct summer institutes (Drama Collaborative training)
- c) Plan and conduct in-service such as oral language presentation
- d) Present curriculum details at New Teacher Induction Program
- e) Chair Visual & Performing Arts Steering Committee (parents, teachers, arts org. reps, etc.)
- f) Design site-based residency programs
- g) Develop, write, and manage grants: Creative Schools and Arts Lottery
- h) Direct the Cambridge Public Schools Drama Collaborative, training a network of 70 K-8 classroom teachers and specialists to integrate drama in the general classroom curriculum
- i) Plan professional development and conduct monthly focus group
- j) Solicit private contributions to support the arts in the Cambridge Public Schools and administer the accounts: Hasty Pudding Theatricals Cultural Enrichment Fund, Novartis, Llewellyn Foundation, Gravestar, etc.

4) Content expertise and collaboration specific to teacher supervision, observation, & evaluation

- a) Collaborate with principals and deans to supervise and evaluate 27 teachers (principal/dean conducts 2 observations, coordinator conducts 2 observations)