

## CURRICULUM DEVELOPMENT, IMPLEMENTATION AND EVALUATION

Curriculum committees should, whenever possible, be composed of classroom teachers, special education teachers, pupil service staff and administrators and shall include representation from each building. Meetings will be held as needed. The meetings should involve K-5, 6-8 and 9-12 representatives from each building, program coordinators (if appropriate) and administrative personnel.

### CURRICULUM-RELATED FUNCTIONS OF THE ADMINISTRATIVE TEAM

1. Develop a district-wide long-term plan for program development, implementation and evaluation.
2. Maintain communication among the board, administration and staff specific to curriculum related matters.
3. Facilitate meetings, maintain and forward minutes to the District Administrator. The District Administrator will distribute the minutes to the Board of Education and Board Curriculum Committee.
4. Coordinate the implementation and evaluation plan for curriculum development and modification.
5. Monitor the implementation of district curriculum.

### FUNCTIONS OF DISTRICT CURRICULUM COMMITTEES

1. Establish grade level benchmarks that meet or exceed Board adopted standards.
2. Conduct continuous program development, assessment and evaluation.
3. Evaluate and recommend textbooks and relevant instructional materials that are aligned with the Board adopted standard.

APPROVED: December 10, 2007