

Curricula Prioritization Tool Implementation Plan

Year-long Checklist to Help District Leaders Roll Out the Curricula Tool in Schools



Resource Description

Overview of Curricula Tool

Following a massive wave of school closures, educators will need to be hyper-critical of how they spend their instructional time with students. Almost all students are expected to enter the fall nearly a full grade-level behind, and educators are overwhelmed with covering unprecedented amounts instructional content in less time. The Curricula Prioritization Tool aids educators with the instructional planning process by providing a standardized set of questions to identify high-value content in existing curricula.

Overview of Implementation Plan

District leaders are critical to facilitating the use of the Curricula Prioritization Tool in schools. The checklist below provides district leaders with specific action steps and the resources they'll need to support educators with implementing the tool. Use this checklist to serve as your districts' implementation plan so that you don't have to start from scratch.

JUL

Host a Kickoff Meeting to Update School Leaders and Trainers

Action Steps

- Preview the tool and video tutorial and determine which educators will use the tool in your district.
- Assign at least one "Curricula Prioritization Tool trainer" to manage the rollout and training of the tool for the appropriate users. *(15 mins)*
- Host a virtual meeting with **school leaders** and **trainers** to introduce the tool and reasoning for it. *(1 hour)*
- Assign **trainers** to reserve 2 hours of existing summer PD to train users on curricula tool. Assign them to plan and execute the PD in their schools. *(1 min)*

Resources

- Trainer email list
- Curricula tool with video tutorial
- 1 hour to meet with school leaders and trainers

Curricula Prioritization Tool Implementation Plan (Cont.)

AUG

Help Trainers Deliver Summer PD to Introduce Curricula

Action Steps

- Check-in with **trainers** on the progress of their PD/training plans and solicit questions. Share EAB's suggested PD outline to aid planning: *(10 mins)*
 - Suggested PD Outline*
 - *Tool introduction and rationale [15 mins]*
 - *Video tutorial and Q & A [15 mins]*
 - *Educators download and insert curricula into tool [1.5 hours]*
- [Optional] Provide **trainers** at least 3 survey questions that gather feedback on the tool and PD session. Collect results for district reference. *(10 mins)*

Resources

- Trainer email list
- 2 hours of existing summer PD
- Educators bring curricula and laptops
- Curricula tool with video tutorial

**SEP-
JUN**

Plan Monthly Curricula Auditing During Existing Team Meetings

Action Steps

- Set a district-wide expectation that **trainers** will reserve 30 mins each month for educators/users to audit curricula during PLCs or team meetings. *(1 min)*
- Encourage **trainers** to offer educators/users ongoing support with the auditing process. *(1 min)*
- Check in with **trainers** and/or **school leaders** at least quarterly for important updates or needs regarding tool implementation *(15 mins)*
- [Optional] Ask **principals** to encourage educators to share audit results with their supervisors or coaches during non-evaluative coaching conversations. *(1 min)*

Resources

- 30 minutes of monthly PLCs
- Educators bring curricula and laptops
- Educators bring Curricula Prioritization Tool with video tutorial