

**CURRICULUM SUPPORT / COORDINATOR TASKS / RESPONSABILITES**

Task	Frequency	Schedule	Due by	Comments
<b>OFFICE</b>				
Weekly Leadership meeting –  Weekly training, modeling/coaching plan/daily to do list	Weekly	From 10:10 to 11:30 am.	Mondays	Review with the leadership team the main activities for the week and the next week. Create the weekly action plan and prevent any additional issues for the rest of the week.
Monthly Calendar	1 Monthly  2 Monthly	1 Editing and updating calendar according to school needs.  2 Distribute to teachers by 15 <sup>th</sup> of the month. Coach teachers next 5 business days during teachers planning/prep time. <b>Computer time on Wednesdays.</b>	15 <sup>th</sup> of each month	Directors will schedule/reach out/contact / corresponding guests/place for special events.
Monthly Calendar for Afterschool feedback	1 Monthly  2 Monthly	1 Ready by 15 <sup>th</sup> of each month. Should start working on it with lead after school teacher by the first of the month.  2 Distribute to teacher by 15 <sup>th</sup> of the month. Coach teachers next 5 business days during teachers planning/prep time. <b>Computer time on Wednesdays.</b>	15 <sup>th</sup> of each month	Provide feedback to the afterschool lead teacher a week before.
Lesson Plans and Calendars	Monthly	<b>Computer time on Wednesdays.</b>	Last Wednesday of the month	Print and distribute to teachers LP 4 weeks in advance by the end of the month. All classrooms
Teachers Professional Development/Training Plan & Log with TECPDS	Monthly	Beginning of school year for all teachers or for onboarding process for new hires. <b>Computer time on Wednesdays.</b>	Last Wednesday of the month	TECPDS Create and maintain. Including resumes, education diplomas, center affiliation, training certificates and TRS orientation – ongoing
Nap time books	Every two weeks	Rotate the books every 2 weeks, keeping records.	Every other Friday	From Preschool to Adv Pre K.
Distributing to teachers the material request form and collecting it.	Weekly	Two weeks ahead of curriculum.	Fridays	All classes. Collect from teachers' material request, including center materials, supplies for cleaning and art materials.
Tadpoles – Activities	Daily			Making sure the activities description follows frogstreet description and its individualized (as necessary)
Easels	Weekly		Thursdays	Keep updated the easels according to the weekly Friendly reminder-

				Curriculum act. Updating both easels in 2 buildings.
Curriculum At-A-Glance Week Of - Newsletter	Weekly	Email to parents every Friday <b>Computer time on Wednesdays.</b>	Thursdays	The Curriculum At-A-Glance weekly newsletter is designed to provide families and teachers with an overview of what children will be learning and doing each week for each content area. We provide these resources to help parents, children, and staff stay connected and navigate learning at home together.
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<b>INSIDE CLASSROOMS</b>				
Instruct teachers what and how to make the various classroom learning board's.	Every three months	August, November, February, May	First week of September, Dec, March, June	<i>Everything to come from frogstreet curriculum</i>
Check bulletin boards	Every three months	September, Dec, March, June	Second week of September, Dec, March, June	
Checking for classroom set up/ organization, centers cleaned and organized	Weekly		Mondays	All classrooms Provide teachers feedback about materials inside the classroom and make sure the centers are organized and clean.
Making sure updated lesson plans / Frogstreet cards posted	Weekly	Monday Mornings right after arrival.	Mondays	All classrooms. Make sure all classrooms have updated lesson plan post it in parent and teacher bulletin board.
<b>CURRICULUM</b>				
Meeting with lead teachers to go over teacher guide, weekly calendar of events, Student Portfolios – Activity & Assessment / Anecdotal Notes	Weekly	Meet individually with each lead teacher for about 20 – 30 min.	Tuesdays	Review next week's activities in Teacher Guide. Go over questions and give ideas how to introduce/conduct various activities in Teacher Guide. Remind teachers to use their <b>planning and prep time "wisely"</b>  Instruct teachers what activity to use and save for student portfolio. Rotate one weekly activity per learning domain. One weekly activity for all students. Picture Icon in Frogstreet  Teachers to do 2 to 6 notes a week so all students in the classroom have at least one note/assessment per month.  Pencil icon in FrogStreet

Printing Patterns and reading /learning Frog Street curriculum.	Weekly	Computer time on Wednesdays.	Wednesdays	All classrooms
Meeting with lead teachers for material distribution & follow up with Teacher guide and LP	Weekly	Meet individually with each lead teacher for about 15 – 20 min.	Thursdays	Give material needed for next week. Including patterns and reading /learning Frog Street curriculum.
Student Portfolios – Activity	Weekly		Fridays	On Fridays check LTs saved one activity for each student portfolio. Activity domain should be different from last week.
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Student Portfolios – Anecdotal / Assessments Notes	Weekly		Fridays	On Fridays check LTs did 2 to 6 notes/assessment for various students. All students in classroom should have at least one note/assessment per month.
CLASSROOM MODELING, OBSERVATION & TEACHER COACHING				
Follow up Frog Street curriculum activities in classroom	Daily	Varies	Every day	All classrooms. Observing inside classroom to make sure teachers are following Frog street curriculum activities, preparing materials and reading the teachers guides in order to plan the activities.
Formal Classroom Observations	Daily	Inf and Toddlers: First week EPS and PS: 2 <sup>nd</sup> week Pre -K and Adv: 3 <sup>rd</sup> week Kinder and afterschool: 4th week	All classes are once per month.	Keeping the binder in the Directors office and providing feedback to the Director.  Observing all classes formally following the annual operational plan (communication, safe and healthy, curriculum and conscious discipline)
Formal Teacher Coaching/Modeling	Daily	Varies	Every day	At least 25 min modeling inside the classes every day according to the Director's modeling/coaching weekly plan.
Formal Teacher Training / Feedback	Daily	During teacher prep & planning time / varies	Every day	As needed it. Training outside classroom according to the Director's training weekly plan.
CERTIFICATIONS				
NAEYC & TRS Certifications	Weekly	Computer time on Wednesdays.	Fridays	As need it. According to the Director's weekly plan.