

## CURRICULUM COORDINATOR WORKING SYSTEM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Weekly</b> Make sure updated lesson plans / Frogstreet cards posted		<b>15<sup>th</sup> of each month</b> Edit & Distribute Preschool & Afterschool Monthly Calendar	<b>Weekly</b> Keep updated the easels according to the weekly Friendly reminder	<b>Every 2 weeks</b> Rotate Nap Time books, keeping records.
<b>At the beginning of: September, Dec, March, June:</b> Check bulletin boards	<b>Weekly 20 – 30 min</b> Meeting individually with each lead teacher to go over teacher guide, weekly calendar of events, Student Portfolios – Activity & Assessment / Anecdotal Notes	<b>Last Wednesday of the month</b> Print and distribute to teachers LP 4 weeks in advance by the end of the month	<b>Weekly</b> Meeting with lead teachers for material distribution & follow up with Teacher guide and LP	<b>Weekly</b> Distributing to teachers the material request form and collecting it. Including center materials, supplies for cleaning and art materials.
<b>Weekly</b> Checking for classroom set up/ organization, centers cleaned and organized		<b>Daily</b> Follow up Frog Street curriculum activities in classroom		<b>Daily</b> Follow up Frog Street curriculum activities in classroom
<b>Weekly</b> Leadership meeting @90 min  Weekly training, modeling/coaching plan	<b>Daily</b> Formal Teacher Modeling/Coaching. At least 25 min modeling inside the classes every day according to the Director's modeling/coaching weekly plan.	<b>Last Wednesday of the month</b> Teachers Professional Development/Training Plan & Log – with TECPDS maintain. Including resume, education diplomas, training certificates, TRS orientation	<b>Daily</b> Formal Teacher Modeling/Coaching. At least 25 min modeling inside the classes every day according to the Director's training weekly plan.	<b>Weekly</b> Portfolios – Activity check LTs saved one activity for each student portfolio.
<b>At the beginning of: August, November, February, May</b> Instruct teachers what and how to make the classroom bulletin boards.	<b>Daily</b> Follow up Frog Street curriculum activities in classroom	<b>Weekly</b> Printing Patterns and reading /learning Frog Street curriculum.	<b>Daily</b> Follow up Frog Street curriculum activities in classroom	<b>Weekly</b> Student Portfolios – Anecdotal / Assessments Notes. check LTs did 2 to 6 notes/assessment for various students. All students in classroom should have at least one note/assessment per month.
<b>Daily</b> Follow up Frog Street curriculum activities in classroom		<b>Weekly</b> NAEYC & TRS certifications		
<b>Daily</b> Formal Teacher Modeling/Coaching. At least 25 min modeling inside the classes every day according to the Director's modeling/coaching weekly plan.	<b>Daily</b> Formal Classroom Observations 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	<b>Daily</b> Formal Teacher Modeling/Coaching. At least 25 min modeling inside the classes every day according to the Director's modeling/coaching weekly plan.	<b>Daily</b> Formal Classroom Observations 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	<b>Daily</b> Formal Teacher Modeling/Coaching. At least 25 min modeling inside the classes every day according to the Director's modeling/coaching weekly plan.
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<b>Daily</b> Formal Teacher Training / Feedback		<b>Daily</b> Formal Teacher Training / Feedback		<b>Daily</b> Formal Teacher Training / Feedback
<b>Daily</b> Review Tadpoles – Activities	<b>Daily</b> Review Tadpoles – Activities	<b>Daily</b> Review Tadpoles – Activities	<b>Daily</b> Review Tadpoles – Activities	<b>Daily</b> Review Tadpoles – Activities
		<b>Weekly</b> Curriculum At-A-Glance Week Of - Newsletter		