Upper Primary Curriculum Planning Model – A Unit Plan Review Cycle

From Grade Level Team
(Two UNIT REPRESENTATIVES)

- 1 Point person
- 1 Scribe

Resource Team

- Curriculum Director
- Library Media Specialist for Resources and integrating Information Literacy
- Instructional Technologist (integrates Tech)
- GATE Coordinator (for differentiation)
- Administrator (support)
- Science Coordinator (only for Science Units)

BEFORE Meeting

- *Unit Reps forward unit reflection to Grade Level and Resource Team*
- *Point person sets agenda for the unit planning session (designated 1/2 or full day, 3 weeks before the unit is taught)*

DURING Meeting

- *Collaboration*
- *Add/Modify the unit plan*
- *Scribe records changes to the UbD template*
- *Create next steps "to do's" for the unit and assign tasks*

AFTER Meeting

- *Scribe emails the action items "to do's" to the team for "task forces" to meet*
- *Point person follows up on action items*
- *Unit Reps share the completed unit plan with their Grade Level Team*

Teach the Unit

AFTER the Unit is taught

- *The whole Grade Level Team and 2 members from the Resource Team (a Facilitator and a Recorder) meet for a reflection on the unit.*
- *They view samples of student work from the common assessments and compare them to the assessment design and essential questions. The team analyzes the main question: Are students learning what we've intended for them to learn?*

For next year.