



Beginning of Year Checklists for Curriculum Management Processes

Decision-Making Committee Checklist		
✓	Task	Notes
	Review and outline the work schedule for the year	
	Verify committee memberships	
	Complete the annual review of the policy statement, bylaws, and the long range plan	
	Clarify questions/concerns about critical issues such as instructional decisions, grading, mastery, and homework	
	Establish and prioritize year-long goals	
	Approve final curriculum documents	
	Plan staff development to support validated curriculum	

Subject Area Committees Checklist		
✓	Task	Notes
	Organize implementation training to assist with the roll-out of new curriculum documents	
	Ensure curriculum documents, pacing guides, and the instructional planning resources are located in the correct place to share them across the district.	
	Assist in the distribution of new resources to teachers	
	Communicate professional development needs to district leadership committees	
	Share information at staff meetings regarding the schedule of work and tasks to be completed by teachers	
	Provide a clear explanation to teachers for curriculum and assessment validation procedures	



Teacher Checklist		
✓	Task	Notes
	Participate in the training overview of any new resource or program	
	Revise and/or complete instructional plans to include new resources	
	Follow district procedures when requesting and attending professional development	
	Request substitutes for any planned absences	
	Update and submit a current pacing guide for all curricular areas	
	Locate current curriculum documents, instructional plans, and assessments to be utilized	
	Provide validation feedback for the curriculum and assessments	

District Office and Building Principal Checklist		
✓	Task	Notes
	Arrange training for new staff members regarding curriculum procedures and expectations	
	Schedule conversations with building leaders/staff about accreditation and school improvement plans	
	Collect updated pacing guides for all contents	
	Communicate with technology support staff about the locations of curriculum documents, pacing guides, and the instructional planning resource	
	Clarify procedures for requesting supporting resources or materials.	
	Communicate budget amounts for teachers and departments	
	Identify expectations for professional learning community discussions and data collection	
	Outline and communicate dates for contents and grades to administer assessments	

