**Highland Park High School Course Team Structures & Responsibilities**

**Course Teams—***all the teachers of a given course who meet to work collaboratively to improve student learning, create greater equity, and promote continuous improvement of instructional practices****.***

***How many members on a course team—****teachers of a specific course are assigned to the course team. Each teacher must be a primary member of at least one course team. It is possible for teachers to be secondary members of other course teams.*

***How are course teams determined—****through discussion with the Department Chair. In departments with many singletons, the Department Chair will work with staff members to determine the most appropriate course team rosters.*

***How long will a teacher remain on a course team—****Department Chairs will make efforts to maintain the continuity of the course teams from year to year.*

**Course Team Facilitators—***all course teams will have a facilitator who coordinates the organizational aspects of the team. The course team facilitator will meet monthly with the department chair and other team leaders to maintain coordination of the team’s efforts with the school improvement plan. At the beginning of each school year the course team facilitator will coordinate a process by which the team will determine how it will conduct routine business, including:*

* *posting and maintaining the schedule of team meetings*
* *ensuring that the proper materials are brought to team meetings*
* *monitoring and facilitating meetings to ensure that all team members have the opportunity to participate and provide input*
* *completing and posting a meeting log on the course team wiki after each team meeting*
* *determining the roles of team members (including facilitator) and these roles may be rotated on a regular basis.*

**Primary Course Team Member Responsibilities—***each course team will determine the specific responsibilities of each primary team member. In general, primary course team members will:*

* *Collaborate with colleagues in a professional and productive manner*
* *Accept shared responsibility for conducting the organizational tasks of the team*
* *Work to answer the guiding questions of course teams and work to help move the team through the five phases of development.*
* *Participate in the development of a guaranteed and viable curriculum, common assessments, and analysis of student learning.*
* *Help to develop interventions for struggling students.*

**Secondary Course Team Member Responsibilities**—*secondary course team members will be responsible for maintaining a clear understanding of the course team work that they are associated.*

**Course Team Meeting Log & Wiki:***--each course team will keep records of its meetings and work on the course team wiki. The purpose of this log will be to:*

* *Ensure communication of course team work to secondary members*
* *Organize and archive course team work for future members of the team*
* *Document efforts made to increase student learning*

**Tracking & Evaluating Growth***—course teams will monitor the growth of student learning throughout the year. Each team will determine appropriate methods of measuring and sharing data about student learning.*

**Common Assessments­­***--each course team will set a goal of conducting four common formative assessments per year. Course teams will be encouraged to continue to work to analyze common summative assessment results.*

**Roles of Building Administration—***course teams will be supported by HPHS administration. Specifically:*

***Department Chairs:***

*Will participate as a primary member of a course team*

*Will supervise and maintain accountability of department members throughout the course team process*

*Will meet monthly with course team facilitators*

*Will be responsible for working to obtain resources and staff development necessary to support course team learning and work.*

*Will create an end of year report summarizing the work of the department’s course teams during the school year.*

***Assistant Principals:***

*Will sit in on course team meetings in the departments that they supervise.*

*Will supervise and maintain accountability of staff members throughout the course team process*

*Will participate in course team facilitator meetings with department chairs.*

*Will be responsible for working with Chairs to obtain course team resources*

*Will facilitate school improvement meetings that course teams will occasionally attend.*

*Will organize and maintain the course team wiki & ensure that school staff development time is utilized to support course teams.*

***Principal***

*Will sit in on course team meetings*

*Will participate in course team facilitator meetings with department chairs*

*Will supervise and maintain accountability of staff members throughout the course team process*

*Will serve as a liaison to district office to ensure course team requests for resources, staff development and time are met.*

*Will work to connect school course team work to larger mission of the District.*