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

**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—****all the teachers of a specific course are assigned to the course team. All teachers must be a member of at least one course team.*

***How are course teams determined—****through discussion with the Department Chair.*

**Course Team Facilitators—***all course teams will have a facilitator who will carry the organizational responsibilities for the team. In addition, the course team facilitator will:*

* *post and maintain the schedule of team meetings*
* *ensure that the proper materials are brought to team meetings*
* *monitor and facilitate meetings to ensure that all team members have the opportunity to participate and provide input*
* *complete and post a meeting log on the course team wiki after each team meeting*
* *meet monthly with the department chair and other team leaders to coordinate the team’s efforts to the school improvement plan.*

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

* *Collaborate with colleagues in a professional and productive manner*
* *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.*

**Course Team Meeting Log & Wiki:***--each course team will keep records of their meetings and work on the course team wiki. The purpose of this 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 commit to conducting a minimum of four common assessments (one per quarter) throughout the 2011-12 school year. The course team will determine the nature of the assessment.*

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

***Department Chairs:***

***Will participate on a course team***

***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 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 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.***