

On-going

Field phone calls from parents regarding placements and program descriptions

Participate in SIP planning/review

Collaborate with SDT and content specialists to plan support for rigorous and differentiated instruction

Advocate with school leadership for rigorous and differentiated instruction

Collaborate with SDT and content specialists to support rigorous and differentiated instruction

Coordinate calendar dates for team, department, school, and county activities and testing.

Field phone calls from parents regarding placements and program descriptions

Advocate with school leadership for rigorous and differentiated instruction

Review placement of students new to MCPS

Participate in SIP reviews/Planning

Monitor grades for students enrolled in GT classes (esp. the weeks before and after interims)

Meet with teams/departments to support accelerated and enriched instruction, flexible grouping, differentiated instruction, literacy instruction; visit GT classes

Disseminate information about special programs to students and parents

Work with AEI Team to promote and support rigorous instruction.

Monitor grades for students enrolled in GT classes

Meet with teams/departments to support accelerated and enriched instruction, flexible grouping, differentiated instruction; visit GT classes

Disseminate information about special programs to students, parents, and staff

Coordinate and conduct walk-throughs to gather implementation data for ALP professional development

Support, model for, and coach individual teachers around ALP actions and self-identified goals

Monitor grades for students enrolled in GT classes Coordinate support for

students enrolled in *GT* classes and *GT* cluster groups (mentors, support groups, study skills, study groups, etc.)

Meet with teams/departments to support accelerated and enriched instruction, flexible grouping, differentiated instruction, content literacy instruction, etc. ; visit *GT* classes

Disseminate information about special programs to students, parents, and staff

Attend parent/teacher conferences for students enrolled in *GT* courses

Monitor grades for students enrolled in *GT* classes

Coordinate support for students enrolled in *GT* classes and *GT* cluster groups (mentors, support groups, study skills, study groups, etc.)

Coordinate and conduct walk-throughs to gather implementation data for ALP professional development

Monitor grades for students enrolled in *GT* classes

Coordinate support for students enrolled in *GT* classes and *GT* cluster groups (mentors, support groups, study skills, study groups, etc.)

Collaborate with SDT and content specialists to support rigorous and differentiated instruction

Meet with teams/departments to support accelerated and enriched instruction, flexible grouping, differentiated instruction, and content literacy instruction; visit *GT* classes

Review data related to SIP and ALP

Meet with literacy team/committee to analyze data such as grades, SRI, and formative assessments to adjust ALP if needed and monitor progress

Coordinate and conduct walk-throughs to gather implementation data for ALP professional development

Support, model for, and coach individual teachers around ALP actions and self-identified goals

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Support, model for, and coach individual teachers around ALP actions and self-identified goals

July Reminders:

Coordinate calendar dates for team, department, school, and county activities and testing.

Review student recommendations and placement in GT and literacy intervention courses/programs.

Establish the school-specific dates for testing in the September MAP R window.

Reserve computer labs for MAP R dates.

Collaborate with stakeholder to write AEI literacy goals to support the SIP.

August Reminders:

Outreach to parent and student groups about GT programs.

Coordinate proctors and testing schedule for MAP-R.

Coordinate team(s) to support AEI and literacy work.

Support teachers in literacy interventions, especially teachers new to intervention, on course set-up, materials, instructional practices, and student placement.

Introduce AEI Literacy Plan focus for the year and solicit feedback from stakeholders.

Support SRI testing and collect initial SRI data.

Review all student placements with teams, encourage flexible grouping.

Coordinate MAP-R testing.

Begin professional development program to support the ALP through various venues.

Initiate individual coaching conversations with priority teachers and with self-identified teachers.

September Reminders:

- Review all student placements with teams, encourage flexible grouping
- Coordinate MAP R testing
- Begin professional development in ALP through various venues
- Initiate individual coaching conversations with priority teachers and with self-identified teachers

October Reminders:

- Assist principal in identifying students for principal advocacy for HS magnet programs.
- Support SRI second administration and gather SRI data.
- Run READ 180 growth report and time on task report.

November Reminders:

- Assist principal in completing advocacy letters for HS magnet programs- due December 14, 2009.
- Reserve labs for January MAP R testing

December Reminders:

- Begin planning for articulation for 2010-2011.
- Coordinate proctors and testing schedule for MAP-R.

January Reminders:

Plan parent orientation meeting for incoming grade 6 parents, including GT outreach.

Coordinate MAP R testing.

Support SRI third administration and gather SRI data.

Run READ 180 growth report and time on task report.

February Reminders:

Collaborate to hold an orientation meeting with parents of incoming grade 6 students, including GT outreach.

Run READ 180 growth report and time on task report.

March Reminders:

Continue to support articulation process for the 2009-2010; collaborate with elementary and high schools.

Reserve labs for May MAP R testing.

April Reminders:

Support SRI fourth administration and gather SRI data .

Run READ 180 growth report and time on task report.

Coordinate proctors and testing schedule for MAP-R.

May Reminders:

Review student placements for 2010-2011.

Coordinate MAP-R testing

June Reminders:

Support SRI fifth administration and gather SRI data.
Run READ 180 growth report and time on task report.
Survey staff for feedback on the AEI literacy program.
Set personal professional goals for next year.