

CHS English Department: Expectations for Curricular Teams

- It is the professional responsibility of team members to:
 - Show up for all team meetings on-time and prepared
 - Adhere to and honor any commitments made to other team members
 - Respond to requests made by other team members in a timely fashion
 - Actively collaborate and problem-solve
- At the beginning of each semester, teams will meet to:
 - establish a rough semester calendar which details, by week, the length of each unit to be covered
 - examine and share essential questions, themes, concepts, skills, and standards
 - determine the major, common types of assessments that will be given throughout the semester by all team members.
 - schedule in release time/days
 - take the time to reflect upon past successes and challenges
 - divide responsibilities amongst group members
- Each curricular team will be headed by a leader who will be selected on a yearly basis by the team. The responsibilities of these leaders include:
 - Scheduling team meetings and building agendas by consulting team members
 - Communicating the needs and accomplishments of the team to the DC
 - Fostering collaboration
- Members of every department team are expected to teach the same core texts in the same order at roughly (within a week, or so) the same time. This expectation broadens in upper-division teams to include similar, agreed upon texts from the same family.
- We will balance meeting time between our foundation level teams (9th and 10th grade) and our upper division/ other teams.
- While we will strive for balance, maintaining consistency in our foundation level teams (9th and 10th grade) will be made a priority over doing the same in our upper division/ other teams.