

Edward R. Murrow High School

DESIGNATED A SCHOOL OF EXCELLENCE BY THE UNITED STATES DEPARTMENT OF EDUCATION

ALLEN BARGE, PRINCIPAL

September 2022

TO: All teachers

FROM: Allen Barge, Principal

RE: Friday PD, Parental Engagement, and Professional Work Guidance

FRIDAY: Professional Development Block (40 Minutes)

- The school-based professional development that is offered during the Professional Development block will be relevant and reasonable to all participating staff-members, supportive of pedagogical practices and programs at the school
- Some PD can be for large groups, and some PD can be for small groups
- A record of teacher team work is required.

FRIDAY: Parent Engagement (40 Minutes)

- Face-to face meetings (with parents/guardians)
- Telephone conversations with parents or guardians
- Written correspondence (including email) with parents
- Creating a newsletter
- Updating Google Classroom
- Preparing student progress reports
- Preparing for any parent engagement activity above

****Teacher select unless directed by Principal****

MONDAY-THURSDAY: Other Professional work (20 min) can be:

- Collaborative planning
- Lesson Study/Lesson Planning
- Inquiry and review of student work
- IPCs
- Periodic Assessment related work
- IEP related work (NOT IEP MEETINGS)
- Work with or related to computer systems/data entry
- Updating Google Classroom
- SEL Work
- Preparing or grading assessments
- Mentoring
- Duties related being in a Teacher Leadership Position
- Activities connected to PD sessions
- Teacher groups can propose work/activities for this time period with Principal approval
- May work with students for this portion

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Proposed ideas for PD Block (Friday):

- The school-based professional development that is offered during the Professional Development block will be relevant and reasonable to all participating staff-members, supportive of pedagogical practices and programs at the school
- Some PD can be for large groups, and some PD can be for small groups
- A record of teacher team work is required.

Below is a list of tasks and expectations that should be included in teacher team work:

1. Inquiry of Student Work

In established teams, teachers will select a task from a unit of study to share in a supportive and constructively critical group to evaluate the assessment and evidence of student learning (looking at student work). The evaluation will be used to update unit plans, revise assessments, and provide a list of students' strengths and areas in need of support as it pertains to the curriculum. This work should be used to inform future instruction.

2. Developing Common Assessments and Rubrics

In established teams, teachers will create and analyze common assessments and rubrics for every course. The assessments should be aligned to related Regents/AP exams, summative assessments, curriculum, and NGLS. Rubrics should be aligned to the curriculum and provide explicit criteria for grading. The goal is to use common assessments to focus and assess the skills developed in the curriculum. Also, common rubrics develop consistency and equity in grading, while providing students clear expectations for assessments.

3. Design / Revise Curriculum/Unit Plans

In established teams, teachers will work to create or revise curriculum/unit plans with relevant and purposeful assessments (with rubrics) and/or projects that focus on identified skill building based on needs of diverse populations. The goal is to create culturally responsive curriculum across the content areas. This experience will provide an opportunity for teachers to share expertise in content and skill building activities for all our students, in particular groups may choose to focus on targeted groups.

4. Creating/Embedding Resources into the Curriculum

In established teams, teachers will work to create a series of best practices that implement various strategies to enhance the teaching and learning process. This may include but is not limited to infusing new technology in the classroom to achieve pedagogical goals.

5. Interdisciplinary and Interdepartmental Team Work (To Be Determined on Full Day PD Days)

Teachers working together from different disciplines that have something in common – common grade level, aligned units of study, common students, etc. Working together with colleagues from various departments, teachers can examine student work, discuss strategies to engage students, and/or develop RTI (response to intervention) strategies.