

# Scheduling and Planning Scavenger Hunt

Jennifer Jones

<p style="text-align: center;"><b>September</b></p> <p>New Teachers (5 days)            Professional Development (3-5 days)            Title 1 (1 day)            READ 180 (3 days)            Kindergarten Writing Workshop (1-2 days)            Problem Solving Team meetings (PST's)            Literacy News Boards            Professional Learning Communities (PLC's) (2 days)            Reading Curriculum Work (1 day)            Coaching (2-5 days)            District Fall Assessments (5 days) New Teachers            NCLB mini-grants (1-2 days) 07/08 PD</p>	<p style="text-align: center;"><b>February</b></p> <p>New Teachers (5 days)            Professional Development (3-5 days)            Title 1 (1 day)            READ 180 (3 days)            Kindergarten Writing Workshop (1-2 days)            PST's            Literacy News Boards            PLC's (2 days)            Reading Curriculum Work (1 day)            Coaching (2-5 days)            District Assessment Data Entry (1 day)            State Reading Convention (2 days)            Parent/Teacher Conferences</p>
<p style="text-align: center;"><b>October</b></p> <p>New Teachers (5 days)            Professional Development (3-5 days)            Title 1 (1 day)            READ 180 (3 days)            Kindergarten Writing Workshop (1-2 days)            PST's            Literacy News Boards            PLC's (2 days)            Reading Curriculum Work (1 day)            Coaching (2-5 days)            District Fall assessment collection &amp; analysis (3 days)            Fall assessment team meetings with rolling substitutes (2 days)            District Assessment data entry (1 day)</p>	<p style="text-align: center;"><b>March</b></p> <p>New Teachers (5 days)            Professional Development (3-5 days)            Title 1 (1 day)            READ 180 (3 days)            Kindergarten Writing Workshop (1-2 days)            PST's            Literacy News Boards            PLC's (2 days)            Reading Curriculum Work (1 day)            Coaching (2-5 days)            School District Foundation Grant (3 days)            Above Grade Level (K-1) Readers District Assessments</p>
<p style="text-align: center;"><b>November</b></p> <p>New Teachers (5 days)            Professional Development (3-5 days)            Title 1 (1 day)            READ 180 (3 days)            Kindergarten Writing Workshop (1-2 days)            BCT's            Literacy News            REACH (2 days)            Reading Curriculum (1 day)            Coaching (2-5 days)            State standardized assessments (up to 12 - 15 days)            Parent/Teacher Conferences            Above Grade Level (K-1) Readers District Assessments</p>	<p style="text-align: center;"><b>April</b></p> <p>New Teachers (5 days)            Professional Development (3-5 days)            Title 1 (1 day)            READ 180 (3 days)            Kindergarten Writing Workshop (1-2 days)            BCT's            Literacy News            REACH (2 days)            Reading Curriculum (1 day)            Coaching (2-5 days)            Kindergarten Orientations (4 days)</p>

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<p style="text-align: center;"><b>December</b></p> <p>New Teachers (5 days)  Professional Development (3-5 days)  Title 1 (1 day)  READ 180 (3 days)  Kindergarten Writing Workshop (1-2 days)  PST's  Literacy News Boards  PLC's (2 days)  Reading Curriculum Work (1 day)  Coaching (2-5 days)</p>	<p style="text-align: center;"><b>May</b></p> <p>New Teachers (5 days)  Professional Development (3-5 days)  Title 1 (1 day)  READ 180 (3 days)  Kindergarten Writing Workshop (1-2 days)  PST's  Literacy News Boards  PLC's (2 days)  Reading Curriculum Work (1 day)  Coaching (2-5 days)  End-Year District Assessments (5 days) new teachers  End-Year District Assessment collection and analysis (3 days)  End-year District Assessment team meetings rolling subs (2 days)  Class List Planning  Above Grade Level (K-1) Readers District Assessments</p>
<p style="text-align: center;"><b>January</b></p> <p>New Teachers (5 days)  Professional Development (3-5 days)  Title 1 (1 day)  READ 180 (3 days)  Kindergarten Writing Workshop (1-2 days)  PST's  Literacy News Boards  PLC's(2 days)  Reading Curriculum Work (1 day)  Coaching (2-5 days)  Mid-Year District Assessments ( 5 days) New Teachers  Mid-Year District Assessments collection and analysis (3 days)  Mid-Year District Assessment team meetings with rolling sub (2 days)  Title 1 Mid-year evaluation/regrouping/dismissals  Above Grade Level (K-1) Readers District Assessments</p>	<p style="text-align: center;"><b>June</b></p> <p>New Teachers (5 days)  Professional Development (3-5 days)  Title 1 (1 day)  READ 180 (3 days)  Kindergarten Writing Workshop (1-2 days)  PST's  Literacy News Boards  PLC's(2 days)  Reading Curriculum Work(1 day)  Coaching (2-5 days)  Title 1 wrap-up  District Assessment Data Entry</p>

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## Title 1

- 1 10-15 days
- 2 Beginning of the year start up
  - o Intervention groups
  - o Meet with teachers around assessments
  - o Aide schedules
  - o contracts
- 3 Monthly shadowing and coaching with Title teacher and Title aides, record keeping
- 4 Mid-year evaluation, regrouping, dismissals, additions
- 5 End-year wrap-up and record keeping

## New Teachers

- 1 1-2 half or full-day classroom visitations per month
- 2 Coaching, balanced literacy, assessments, reading and writing across the curriculum, shadowing, observing, conferring

## READ 180

- 1 Minimum 1 day per month in the three READ 180 classrooms
  - o Observe, coach, balanced literacy, progress monitoring, assessments

## Data Warehouse

- 2 3 days across the year to enter district assessment data into the data warehouse

## District Assessments

- 3 4 weeks (beginning, middle and end of year)
  - o administration
  - o collection
  - o analysis
  - o rolling sub meetings with teachers to review assessment data to inform instruction

## Kindergarten Orientation

- 4 4 days between two buildings in spring

## State Standardized Assessments

- 5 10-15 days based on 06/07

# **Scheduling and Planning Scavenger Hunt**

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## **Reading Curriculum Review**

**6 10 days; 1 per month**

## **PLCs**

**7 10 days; 1 monthly meeting at each building**

## **Kindergarten Writing Workshop**

**8 Fall support to get up and running**

**9 Weekly support conferring with writers**

**10 Support teachers to hang in there**

## **Professional Development**

**1 Kindergarten writing workshop**

**2 Grades 4-6 initial writing workshop**

**3 Grades K-3 continued writing workshop**

**4 Reading workshop**

**5 Collaborative scoring of writing**

**6 New teacher inservices**