

Curriculum Support Coordinator

Task Descriptions 1982

OVERVIEW:PROJECT REVIEWCURRICULUM CO-ORDINATOR - 1982METROPOLITAN NORTH EAST REGION.4 TimeOctober, 1982PRIORITY SCHOOLS:
CURRICULUM CO-ORDINATOR'S

PROJECT OBJECTIVES	WHAT WAS DONE	HOW IT WAS DONE	WHEN IT WAS DONE	WITH WHOM AND WHERE
Assisting schools with determining needs	<ul style="list-style-type: none"> * Needs Assessment model refined and agreed upon. * Research assistance provided in terms of surveys, data processing. 	<ul style="list-style-type: none"> * Co-ordination with P.S.P. and other Curriculum Co-ordinators. * Research * Computer processing of surveys. * Needs assessment. * Demographic data. * Attitudinal inventories * Parents, students and teachers. 	<p>May to July</p> <p>Continuous</p>	<p>Cyril Jackson Lockridge Balga</p>
Assistance to schools with programme implementation.	<ul style="list-style-type: none"> * Model for implementation agreed upon. * Communicate model to schools. * Consideration by entire staffs of greater range of alternative ideas. 	<ul style="list-style-type: none"> * Co-ordination with P.S.P. Field Officer and Curriculum Co-ordinators. * Inservice * Personal visits. * Use of teacher relief. * Pinup Support Paper. 	<p>Continuous</p> <p>July to October</p>	<p>Cyril Jackson Lockridge Home Economics Dept.</p>
Assist schools with evaluation techniques.	<ul style="list-style-type: none"> * Model of evaluation was agreed upon. * Model was presented to schools. 	<ul style="list-style-type: none"> * Co-ordination with P.S.P. Field Officer and Curriculum Co-ordinators. * via Inservice * via personal visits to schools. * Pinup Support Papers 	<p>Ongoing</p>	<ol style="list-style-type: none"> 1. Girrawheen - Lifespan Literacy 2. Lockridge - Literacy Tutor Programme Lifestyle Enquiry Day 3. Cyril Jackson - Year 8 camp, reading, Media

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Co-ordination of curriculum inservice	<ul style="list-style-type: none"> * Organization of inservice for <ol style="list-style-type: none"> 1. Social Studies, 2. Language Development, 3. Curriculum planning techniques. 	<ul style="list-style-type: none"> * Workshop * Seminars * Inservices in R.O. and in schools. * Co-ordination of Advisory teachers. 	<ol style="list-style-type: none"> 1) Feb. to April 2) June, Nov. 3) July 	<ol style="list-style-type: none"> 1) Balga & Lockridge 2) Girrawheen 3) Regional Office with six non-Priority High Schools, Advisory Staff and Principals.
Use of Newsletter to communicate ideas.	<ul style="list-style-type: none"> * Two Priority Support Papers. * Eleven Pinup Support Papers. * Article in Nexus 	<ul style="list-style-type: none"> * Mailed and posted on staffroom walls. 	Monthly	Copies to all P.S.P. Schools, Primary Secondary.
Co-ordination between primaries and secondary schools.	<ul style="list-style-type: none"> * Meetings in faculty groupings - Maths, English, Science, Social Studies * Teacher Exchange 	<ul style="list-style-type: none"> * Representatives from High and Primaries. * Monthly meetings * Surveys * Formal reports 	July to Dec. monthly	Girrawheen High and Contributory Primaries.
Assist in mutual professional development of other advisory staff.	<ul style="list-style-type: none"> * Aid in development of needs assessment and implementation models. 	<ul style="list-style-type: none"> * Principals meeting * Morning seminars * Discussions with other staff * P.S.P. Central Inservice 	Continuous	