

# Instructional Event Planning Workgroup

## Instructional Event Planning Group's purpose

To coordinate the development of lesson plans, schedules, and instructional materials for annual and intermittent instructional events designed to teach behavior expectations. During the first year, the instructional event planning workgroup typically does not start meeting until mid way through the school year. There after, the group meets year round.

## Roles of Workgroup Members

*Workgroup Chair.* Person responsible for coordinating activities of the instructional event planning workgroup. The workgroup chair is the liaison back to the core team and the liaison to other building groups related to school wide instructional interventions (for example a healthy bodies week event). The workgroup chair may take on specific workgroup duties/roles (see below).

*Lesson Developer.* At least three workgroup members are needed to take on the role of lesson developer. The role of the lesson developers is ensure that quality instructional lessons are developed for each area targeted for the instructional event (e.g., cafeteria, hallway, etc.). The lesson developers are encouraged to reach out to colleagues to solicit their participation in the development of lessons and when appropriate engage students in the lesson design process as well. The lesson developers are generally responsible for lesson plan materials but may work in cooperation with the posters and materials coordinator for some items or displays.

*Schedule Coordinator.* The role schedule coordinator has two primary responsibilities. First, they work with other members of the school community to gain any approvals or necessary clearances for the proposed instructional event schedule. Second, the schedule coordinator develops the written document that illustrates the schedule which will be followed on the day of the instructional event. Typically, the design of the schedule is developed with input from administrators and guidance personnel responsible for student schedules.

*Posters and Materials Coordinator:* The posters and materials coordinator is responsible for the development of the posters and visual displays that will be displayed throughout the building. The posters and materials coordinator is encouraged to solicit the assistance of other members of the school community (e.g., art teachers, students, other interested staff) who can assist with poster and material design. The posters and materials coordinator also works with members of the school community to coordinate the availability of auxiliary equipment such as a school bus or projection screen for the day of the instructional event.

## Responsibilities

1. Meet at least once a month, *prior to the core team meeting*, to discuss issues regarding planning and coordinating the annual instructional event and planned boosters.
2. Ensure that the necessary lesson plans and materials are developed and ready for the instructional event.
3. Ensure that visual displays, such as posters or bulletin boards, are in place by the instructional event.
4. Ensure that a schedule for student movement and activities on the day of the instructional event is developed and approved
5. Communicate, coordinate, and align activities with other school groups, committees, or persons who coordinate related instructional events (e.g., stop bullying week).
6. Engage other members of the school community (e.g., students, staff, parents) in the development of lessons, activities, and materials for the instructional event.
7. Engage other members of the school community to be active participants on the day of the instructional event (i.e., people who will help deliver the lessons).
8. Disseminate information about the instructional event plans to members of the school community in advance of it occurring.