Open Educational Resources Development Roles

Teacher roles and compensation have been negotiated and agree to in an MOU (March 2016).

Role / Compensation	Duties
Subject Area Team Lead ● **Stipend:** Year 1 - $6,000 total (divided by number of leads), Year 2 - $3000 ● Release Days	Qualifications for a team leader: ● Taught the subject for at least five years ● Good organization ● Good communication skills ● Google Docs and Drive knowledge ● Willing to learn new digital systems ● Selected to be a member of the of the Subject Area Team Responsibilities ● Attend Subject Area Team Lead meetings ● Research content frameworks and existing OER materials ● Lead 3-5 committee meetings (release days and/or summer at professional activities rate) ● Manage and organize all steps of the process ● Communicate with subject area team ● Lead development of the course scope and sequence document ● Work with Director of Curriculum, Director of Instructional Technology, and other administrators assigned to the subject throughout the process ● Curate resources based upon scope and sequence developed by the committee ● Make adjustments and additions based upon team and review feedback ● Share finalized resources with school department Selection Process ● Be selected as a Subject Area Team Member by school PLC. ● Complete the Lead portion of the Subject Area Team Member Application ● Department chair council will review the applications and carry forward a recommendation. ● The assigned site administrator*, district administrator representative, and department council chair will finalize the decision. * If possible, administrators that have taught the specific subject will be assigned to the Subject Area Team.
Subject Area Team Member ● **Stipend:** $500 a year (Paid by timesheet 2x a year) ● Curriculum Writing Rate for Summer Review and Year 2 work	Qualifications ● Taught the subject for at least three years ● Google Docs and Drive knowledge ● Willing to learn new digital systems ● Good communication skills ● Currently teaching at a site Responsibilities ● Contribute to scope and sequence ● Attend the 3-5 pull-out days ● Complete 10 hours of work outside the contract day, including after school meetings ● Additional work outside the contract will be compensated at the Professional Activities Rate ● Review initial units to provide feedback and direction for resources ● Share finalized resources with school department ● Review curated materials (curriculum writing rate) Selection Process

	● Complete OER Subject Area Team Member Application ● PLC members with help from the department chair will review applications and select the most qualified school representative
Subject Area Reviewer ● Curriculum Writing Rate	Qualifications ● Taught the subject for at least three years ● Google Docs and Drive knowledge Responsibilities ● Review curated materials as assigned by the team lead and district facilitator ● Make recommendations and provide feedback in the allotted time frame Selection Process ● Complete the OER Review Member Application ● Subject area teams with district administration representative will review applications and select the most qualified reviewers.
Director of Curriculum	Responsibilities ● Assist with team member and team lead selections ● Schedule team meetings ● Co-facilitate initial meetings with team leads ● Help development course outline ● Develop curriculum collection formatting and content guidelines ● Ensure selected materials address all standards ● Facilitate process for Governing Board approval of selected instructional materials ● Ensure Williams Settlement appropriateness of materials (identification of core materials, format, equity and access
Director of Assessment	Responsibilities ● Assist subject-area teams in the development of assessments as needed / upon request ● Guide subject-area teams with assessment options as needed / upon request ● Help put assessments into Illuminate ● Provide Illuminate training to teachers, including use of test-item banks

Director of Instructional Technology	Responsibilities
	● Work with Director of Curriculum to
	    ● Assist with team member and team lead selections
	    ● Co-facilitate initial meetings with team leads
	    ● Help develop course outline
	● Oversee systems where curriculum is being curated
	● Provide assistance to teams with the integration of new technology-based content sources
	● Coordinate training of new systems as needed

Principal / Assistant Principal	Responsibilities ● Co-facilitate committee meetings with Team Leads