

Crafting Your Message to Faculty

With any new initiative, it is natural for your faculty to have questions and concerns as they begin. To ensure a smooth implementation it's best to be prepared with thoughtful answers.

Step 1

When constructing a message for your faculty, document answers to the following questions:

<p><i>What's Staying the Same?</i></p> <ul style="list-style-type: none"> What valued aspects of our curriculum process (technology, teams, responsibilities) will remain unchanged? How will Atlas support & strengthen our shared school mission, values, or other initiatives? 	<p><i>What's Going Away?</i></p> <ul style="list-style-type: none"> What unwanted tools or processes will Atlas replace? What existing problems will be resolved by working in Atlas?
<p><i>What's Shifting?</i></p> <ul style="list-style-type: none"> What positive changes will Atlas bring to our curriculum process, technology, teams, or responsibilities? How will this positively impact teaching & learning at our school? 	<p><i>What's Completely New?</i></p> <ul style="list-style-type: none"> What new features does Atlas include that are desired by faculty? What new opportunities will Atlas provide to strengthen our curriculum or curriculum process?

Step 2

Prepare to answer any additional questions or concerns you foresee. E.g.,

- Why are we using Atlas? Why now?
- How will Atlas integrate with [current software]?
- What are the risks in not changing our curriculum process?
- How will my work week be impacted?
- What's in it for me as a teacher? For us as a department or school?
- What will success look like?



Step 3

Share this message with school leadership & a curriculum “core team”.

It will be important for your leadership team to speak with a common voice across all school levels and departments. You may even identify a “core team” of teachers from different disciplines to receive additional Atlas training and become your ambassadors for this new curriculum initiative.

Step 4

Plan to present your faculty message at the earliest opportunity.

Your teachers will appreciate being informed and included in the process earlier rather than later.

Make a plan for a curriculum leader to present and reinforce this message to faculty at each Atlas training opportunity.

Step 5

Make a plan for Professional Development

The [Atlas Professional Learning Team](#) is led by experienced educators who work with you to create a plan, consisting of sessions with targeted learning goals, focused on:

- Leadership & Process
- Curriculum Development
- Curriculum Review
- Instructional Approaches

*PL can be incorporated at any stage, but is often best introduced early on.

