

		<h2 style="text-align: center;">C &amp; I Department Menu of Services</h2>	
<b>Hailey Veron</b>	<b>Maria Anguiano</b>	<b>Kathy Carruth</b>	<b>Troy Shepherd</b>
<i>Intervention Coordinator Elementary Math/Science</i>	<i>Intervention Coordinator BIL/ESL &amp; Elem ELAR</i>	<i>Intervention Coordinator Secondary ELAR &amp; Social Studies</i>	<i>Intervention Coordinator Secondary Math/Science</i>
<b>Data</b>			
-Disaggregation and Analysis (including heat maps) of data from unit assessments, mini assessments, iStation, Think Through Math, etc.			
-Data analysis review with administrators, departments, grade levels, teachers, etc.			
-Equip teachers to utilize data driven decision making processes			
-Calculate Index 2 Progress Measure Target Scores for students			
<b>Leadership</b>			
-Coordinate Core Curriculum Team members; Facilitate Vertical Alignment Meetings/Information			
-Assist with Instructional Coach/Department Head Development; Build Leadership Capacity			
-Assist with Teachers in Need of Assistance			
-Assist with PLC development and implementation			
<b>Curriculum &amp; Resources</b>			
-Train & Model for teachers various instructional strategies			
-Professional development and support for content specific materials and programs (ie Istation, Think Through Math, Hands-on Equations, MSDS/Lab Safety, ABYDOS, Writing Across the Curriculum, Writing Strategies, etc.)			
-Inventory lab materials, manipulatives, reading materials, resources (Intervention)			

-Construction of materials/curriculum for extended learning opportunities (Intervention)

-Curriculum enhancements/extensions for enrichment , etc

-Create Mini-Assessments

-Provide exemplar lessons

-Modeling of lessons or pieces of the lesson cycle

-Assist with locating instructional resources for purchase at best price

-Assist with local benchmark & unit assessment development & modification

-Assist teachers in understanding and utilizing the Instructional Focus Document (IFD) and Year at a Glance (YAG)

-Development of entry/exit tickets; warmup/bellringers, & spiraled lessons

**Communication**

-Assist in communicating information to parents and community members about school programs & curriculum

-Understand & Communicate all state and federal laws and guidelines related to programs, assessment & accountability

-Attend network & update meetings at ESC and communicate pertinent information to involved stakeholders

**Other**

-Instructional Materials Adoption, Implementation & Support

-Support with Instructional Technology

-Assist with state assessment administration


**Lucretia Newton**

*Data Reporting & Assessment Development Coordinator*

**Eduphoria Administrator**

-Role Management

-Printing & Scanning Troubleshooting

-Assessment administration management
- Training & professional development
<b>Data Reporting</b>
-6 week unit assessment reports
-provide data for Intervention coordinators as needed
-data for campuses provided in various formats
-other reports as needed
<b>TEKS Resource System</b>
-manage district resource page
-Manage users
<b>Other</b>
-Assist with state assessment administration