**Curriculum Specialist Evidence Artifacts List**(School Improvement Specialist or Tech Integration Specialist)

Evidence and artifacts for each standard may include a combination of forms, processes/protocols, photos with explanations, written reflections, survey data, newsletters, agendas, notes, or other observable/measurable representations that are in alignment with work specific to the curriculum specialist’s assignment. The bullet points below indicate possible activities that could generate artifacts for each standard evaluated.

Standard 1: Research and Design

* Course sequencing and alignment
* Standards maps and unit plans
* Textbooks and supporting resources evaluation process
* Observation/assessment tools and rubrics
* Call/Email logs
* Work calendars
* Student outcome data

Standard 2: Professional Learning

* Notes from meetings to prepare for and reflect upon professional development
* Uses knowledge of adult learning theory and the importance of clear objectives while planning professional development
* Feedback is generated and used to inform future professional development
* Agendas and meeting notes

Standard 3: Communication

* Communication log
* Handbooks, brochures, newsletters, website, letters, emails
* Meeting agendas

Standard 4: Leadership and Collaboration

* Agenda/Notes from meetings with Program Assistants and other staff
* Evidence to demonstrate representation of the program coordinator or director as requested for selected functions
* Meeting agendas, communication logs, calendars
* Products of work teams

Standard 5: Professional Learning and Ethical Practice

* Professional Growth Goals tied to self-assessment rubrics (i.e. LEGENDS) with documented reflection
* Active participation in team, department/PLC, District and other meetings
* Practice that reflects knowledge of most recent changes in legal and ethical rights and responsibilities
* Demonstrated ethical and professional behavior in all dealings and interactions

Reference:   
LEGENDS – Curriculum Program Assistant Assessment and Evaluation Rubric