

• OFFICE OF CURRICULUM INSTRUCTION •

## OKLAHOMA ENGLISH LANGUAGE ARTS STANDARDS CURRICULUM RESOURCE PROJECT APPLICATION

**APPLICATIONS DUE: MARCH 24, 2017 BY 5:00 PM**

**SUCCESSFUL APPLICANTS WILL BE NOTIFIED THROUGH EMAIL APRIL 10, 2017 BY 5:00 PM**

### OVERVIEW

The Oklahoma State Department of Education is seeking English Language Arts educators to participate in Phase 2 of the development of Oklahoma English Language Arts Standards Curriculum Resource Project. The Oklahoma English Language Arts Standards Curriculum Resource Project provides educators with information and tools to develop curriculum and formative assessments aligned to the Oklahoma Academic Standards for English Language Arts. The Curriculum Resource Project will not serve as curriculum itself. The Oklahoma English Language Arts Standards Curriculum Resource Project will be modeled from a similar resource developed in [Minnesota](#). Phase 1 resources, the Curriculum Frameworks, can be viewed at [ELAOKTeachers.com/frameworks](http://ELAOKTeachers.com/frameworks).

Resources may include the following deliverables:

- updated, enhanced, or new Curriculum Frameworks,
- classroom instructional suggestions and guidance documents,
- essential [inFormative Assessment Bundles](#), and
- other deliverables as determined necessary.

*Oklahoma educators will be selected through the process defined in this application to serve as Curriculum Resource Writers. All work will be conducted outside of the educator's regularly scheduled school days and teaching contracted hours.*

### CURRICULUM RESOURCE WRITERS EXPECTATIONS

- Writers will participate in a series of virtual modules that will serve as professional development and training to develop the resources for this project.
- Writers will work with other educators to develop resources for the grade-level or course that they currently teach or have had experience in teaching.
- Writers will meet virtually with other educators to discuss the virtual modules being produced.
- Writers will attend virtual meetings after school hours with the Project Consultant and/or the Directors of Elementary and Secondary English Language Arts for the Oklahoma State Department of Education.
- Writers will attend three in-person meetings in the Oklahoma City Metro area on the following dates from 9:00am - 4:00pm. Dates and times are subject to change.
  - Tuesday, June 6 - Thursday, June 8, 2017
  - Wednesday, July 5 - Thursday, July 6, 2017
  - Tuesday, August 1 - Wednesday, August 2, 2017
- Writers will submit work for the Oklahoma English Language Arts Standards Curriculum Resource Project for review and feedback.

### PAYMENT

Oklahoma educators selected through this application process will be paid \$642.85 per month for work to be completed from May 2017 through September 2017. This fee includes travel costs and other costs related to participating in the project. No other stipends or reimbursements will be made to participating educators for any reason.

**INSTRUCTIONS FOR APPLYING**

Please complete the application for consideration to be selected to participate in the development of the Oklahoma English Language Arts Standards Curriculum Resource Project.

**NAME AND INFORMATION**

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FIRST NAME LAST NAME MIDDLE INITIAL

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SCHOOL SITE AND DISTRICT OR ORGANIZATION

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HOME ADDRESS

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CITY STATE ZIP CODE

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PREFERRED EMAIL SECONDARY EMAIL

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PREFERRED PHONE NUMBER SECONDARY PHONE NUMBER

**CURRENT GRADE LEVEL(S) PLACE AN X NEXT TO ALL THAT APPLY**

Pre-Kindergarten       2nd Grade       6th Grade       9th Grade  
 Kindergarten       3rd Grade       7th Grade       10th Grade  
 1st Grade       4th Grade       8th Grade       11th Grade  
 5th Grade       12th Grade

Other: \_\_\_\_\_

**PREVIOUS GRADE LEVEL(S) PLACE AN X NEXT TO ALL THAT APPLY**

PreK – Kindergarten       Early Elementary, 1st-3rd       Upper Elementary, 4th-5th  
 Middle School, 6<sup>th</sup>-8<sup>th</sup> Grade       High School, 9<sup>th</sup>-12<sup>th</sup> Grade       College or University  
 Other: \_\_\_\_\_





## **SCOPE AND SEQUENCE OF WORK**

### **MAY 2017**

- A series of virtual meetings will be scheduled in May to provide initial training needed to begin the development of products that will comprise the Oklahoma English Language Arts Standards Curriculum Resource Project.

### **JUNE 6-8, 2017 (DATES SUBJECT TO CHANGE)**

- Curriculum Resource Writers will attend the first in-person meeting. The meeting will serve to outline the participant expectations and provide additional training needed to begin developing products that will comprise the Oklahoma Academic Standards for English Language Arts Curriculum Resource Project.

### **JUNE 2017 – JULY 2017**

- Curriculum Resource Writers will:
  - Begin to develop products outlined in the June meeting.
  - Meet virtually with their grade-level or course team members to develop products.
  - Meet virtually with the Project Consultant and/or the Directors of Elementary and Secondary English Language Arts for the OSDE as needed.
  - Make adjustments to the products based on feedback received by the Project Consultant and/or the Directors of Elementary and Secondary English Language Arts Education for the OSDE.
  - Meet product deadlines outlined by the Project Consultant and/or the Directors of Elementary and Secondary English Language Arts Education for the OSDE.

### **JULY 5-6, 2017 (DATES SUBJECT TO CHANGE)**

- Curriculum Resource Writers will attend the second in-person meeting to collaborate on resource development for the Oklahoma English Language Arts Standards Curriculum Resource Project.

### **JULY 2017 – AUGUST 2017**

- Curriculum Resource Writers will:
  - Continue developing products that will comprise the Oklahoma English Language Arts Standards Curriculum Resource Project.
  - Meet virtually with their grade-level or course team members to develop products.
  - Meet virtually with the Project Consultant and/or the Directors of Elementary and Secondary English Language Arts for the OSDE as needed.
  - Make adjustments to the products based on feedback received by the Project Consultant and/or the Directors of Elementary and Secondary English Language Arts Education for the OSDE.
  - Meet product deadlines outlined by the Project Consultant and/or the Directors of Elementary and Secondary English Language Arts Education for the OSDE.

### **AUGUST 1-2, 2017 (DATES SUBJECT TO CHANGE)**

- Curriculum Resource Writers will attend the third in-person meetings to collaborate on resource development for the Oklahoma English Language Arts Standards Curriculum Resource Project.

### **AUGUST 2017 - SEPTEMBER 2017**

- Curriculum Resources Writers will:
  - Continue developing products that will comprise the Oklahoma English Language Arts Standards Curriculum Resource Project.
  - Meet virtually with their grade-level or course team members to develop products.
  - Meet virtually with the Project Consultant and/or the Directors of Elementary and Secondary English Language Arts for the OSDE as needed.
  - Make adjustments to the products based on feedback received by the Project Consultant and/or the Directors of Elementary and Secondary English Language Arts Education for the OSDE.
  - Submit final products to the Project Consultant and/or the Directors of Elementary and Secondary English Language Arts Education for the OSDE.

### **W-9 TAX FORM**

Since selected applicants will receive payment for their work with the Oklahoma English Language Arts Standards Curriculum Resource Project, applicants will need to complete a W-9 Tax Form.

### **SUBMIT PROOF OF AUTO INSURANCE**

Since selected applicants will be traveling to and from in-person meetings and receive payment for their work with the Oklahoma English Language Arts Standards Curriculum Resource Project, applicants will need to submit proof of auto insurance at the time of application.

### **APPLICATION SUBMISSION**

#### **Applications due March 24<sup>th</sup>, 2017 by 5:00 pm**

Applications can be submitted by e-mail or by mailing them to:

#### **Josh Flores**

Director of Secondary English Language Arts  
Oklahoma State Department of Education  
2500 N. Lincoln Boulevard  
Oklahoma City, OK 73105  
Suite 315  
[Josh.Flores@sde.ok.gov](mailto:Josh.Flores@sde.ok.gov)

Please use the following subject line: **2017 ELA Task Force**

### **QUESTIONS**

For questions regarding the project or the application contact:

- Sharon Morgan, Director of Early Childhood: (405) 522-3241, [Sharon.Morgan@sde.ok.gov](mailto:Sharon.Morgan@sde.ok.gov)
- Danielle Calvin, Director of Elementary ELA: (405) 521-3034, [Danielle.Calvin@sde.ok.gov](mailto:Danielle.Calvin@sde.ok.gov)
- Josh Flores, Director of Secondary ELA: (405) 522-3628, [Josh.Flores@sde.ok.gov](mailto:Josh.Flores@sde.ok.gov)

### **ACKNOWLEDGEMENT**

*I understand that completing this application does not guarantee my selection to participate in this project.  
I further acknowledge that if selected I will abide by any non-disclosure agreement and rules of procedure by which the project would operate.*

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SIGNATURE

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DATE