



# Learning Area Committee Job Description

## I. NAME OF THE INDIVIDUAL CURRICULUM GROUPS LEARNING AREA COMMITTEES (LAC)

## II. RECOGNIZED LEARNING AREA COMMITTEES

The following committees are established as active and ongoing committees functioning under the auspices of the Curriculum, Instruction, and Standards Committee (CISC) for the study and revision of curriculum.

Language Arts	Science
Read, Listen and View/Literature	Social Studies
Write and Speak	World Language
Mathematics	Arts (Music and Visual Arts)
Health and Physical Education	
Technical and Vocational Education, FACS, Industrial Tech, Business, Futures Prep	
Technology Skills, K-5	

## III. FORMATION OF LEARNING AREA COMMITTEES

### A. COMPOSITION

The committees established by the CISC for the purpose of study and revision of curriculum will consist of district-wide representatives.

**Level I committees** will consist of a representative from each of the following:

Grades K-1

Grades 2-3

Grades 4-5

Grades 6-8

Grades 9-12

\*At-Large

\*At-Large

Administrative Liaison

Curriculum Facilitator

Curriculum Specialist(s)

\*Special Services will fill At-Large positions on these LACs:

Integrated Language Arts (Reading, Listening, Viewing/Literature)

Integrated Language Arts (Writing and Speaking)

Mathematics

Science

Social Studies



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**Level II committees** will consist of:

A maximum of up to seven teacher representatives  
Administrative Liaison  
Curriculum Facilitator  
Curriculum Specialist(s)

## B. SELECTION

The members of each committee will be recruited by the site Peer Leaders with balanced assignment made by the administrative liaison.

It is preferred that the selected members will have a minimum of three years teaching experience. The selection process is subject to periodic review by CISC.

## IV. FUNCTIONS OF THE LEARNING AREA COMMITTEES

### GENERAL SCOPE OF RESPONSIBILITIES FOR A LEARNING AREA COMMITTEE:

1. The administrator's/program supervisor's responsibilities:
  - Work with site Peer Leaders to recruit committee members.
  - Be involved in committee discussion and actions as appropriate while keeping the committee focused and on task.
  - Plan with Curriculum Supervisor to determine meeting agenda, time, date and site of LAC meetings.
2. Curriculum Supervisor responsibilities:
  - Insure minutes and other needed communications are recorded and distributed to LAC members and CISC.
  - Make arrangements and outside contacts needed for committee work.
  - Facilitate communication between all LAC's.
  - Provide information and assist in seeking resources required by each LAC.
  - Will act as the District LAC liaison to the School Board.
3. Curriculum Specialist responsibilities:
  - Provide information relative to the developments in curriculum and instructions.



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4. LAC Member responsibilities:
  - Attendance at all scheduled LAC meetings or make arrangements for an informed replacement.
  - Communicate with their constituents who would be affected by particular recommendations of the Committee.
  - Gather and report input from constituents as needed.
5. Special Services Member responsibilities will also include the development of an Accessibility Manual for each curricular area to be used by Special Education, Title I, ELL and regular education staff.
6. The primary responsibility of LAC is the completion of processes and dissemination of products as outlined in the curriculum review cycle.
7. It will be the responsibility of the LAC to report its activities to CISC at the conclusion of each phase of the cycle.
8. With regard to change or addition of grades 9-12 courses the SFHS Site Professional and Curriculum Development Committee (Peer Leaders) will review any changes and act as the first level of approval. Course development and revisions will be used to meet any necessary changes. The LAC will review and approve 9-12 implementation changes before they are presented to CISC for final approval of the K-12 curriculum.