



Coordinator & Leadership Institute Information

July 10–11 and Oct. 23–24 in Charlottesville, Virginia

PURPOSE:

The main objective of the Core Knowledge Coordinator & Leadership Institute is to provide guidance and assistance in the implementation of Core Knowledge on an individual elementary or middle school campus.

Core Knowledge Coordinator & Leadership Institutes help school leaders work toward successful implementation of Core Knowledge by refining their classroom observation and school support skills. This Institute is recommended for all principals and Core Knowledge Coordinators.

Who should be a Core Knowledge Coordinator?

A Core Knowledge Coordinator is most often a classroom teacher who is strong in the following areas:

- Understanding of Core Knowledge and the *Core Knowledge Sequence*
- Positive attitude, enthusiasm, and belief in Core Knowledge
- Effective teaching strategies
- Background or experience in curriculum development
- Strong knowledge of state and local requirements
- Strong verbal and writing skills

INSTITUTE OBJECTIVES:

This Institute is designed to collaboratively teach elementary and middle school principals and Core Knowledge Coordinators how to begin and sustain Core Knowledge implementation. Participants will:

- Review the goals of the professional development opportunities offered by the Core Knowledge Foundation, including the development of a yearlong plan that integrates Core Knowledge with local curricula requirements
- Discuss “what to look for” and practice strategies for evaluating the progress of Core Knowledge in the school, using rubrics, checklists, and self-evaluation forms
- Discuss strategies for sustaining school-wide implementation of Core Knowledge, including facilitating Core Knowledge curriculum meetings

Delivery: 50% informational and 50% interactive

Prerequisites: Participation in Overview, Getting Started, and Teaching Core Knowledge workshops preferred but not required.

Special Notes:

- All participants will receive an Institute notebook to assist with campus follow-up.
- This Institute will not replace the professional development workshops already offered by the Core Knowledge Foundation, nor will participants be trained as Core Knowledge consultants.
- *Please contact the Core Knowledge Foundation or check our website for additional dates and locations for upcoming Core Knowledge Coordinator & Leadership Institutes.*

REGISTRATION FEES & DEADLINES:

The **Core Knowledge Coordinator & Leadership Institute** is a 2-day workshop and costs \$1000 per person.

- The registration deadlines are **six weeks** prior to each Institute. After this date, registration fees increase by \$100. Cancellations made after your registration has been processed will be subject to a non-refundable \$100 cancellation fee. **No refunds will be given for cancellations received less than 1 week prior to the Institute date.**
- When the attached registration form and payment are received, your registration will be confirmed.

Space is limited, so register as soon as possible using the attached RSVP form to avoid disappointment. If you have questions, contact Sheila Woodzell at: swoodzell@coreknowledge.org



2008 Coordinator & Leadership Institute Registration Form

for July 10–11 and Oct. 23–24 in Charlottesville, Virginia

Name of Participant: _____

Position: _____

E-mail Address: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

School Phone: _____ School Fax: _____

Home Address (for summer workshops): _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Home E-mail: _____

Method of Payment Enclosed (select one): Purchase Order Check Credit Card

Number (of purchase order or credit card): _____ Exp. Date: _____ CVV# _____

Note: A hard copy of the purchase order must be sent or faxed for registration process to be completed.

I am registering for the Institute on (circle one): July 10–11 Oct. 23–24

* Institute hours are from 9:00am-4:00pm on day one and 9:00am-3:00pm on day two.

Note: If there are not at least 6 participants registered by the registration deadline, the Institute may be cancelled.

TRAVEL AND LODGING

Institutes take place at various locations across the country. Participants are responsible for making their own travel and lodging arrangements.

Accommodations for Charlottesville, VA: A block of rooms has been reserved at The Best Western Cavalier Inn (www.cavalierinn.com) on 105 North Emmet Street. Call (888) 882-2129, or 434-296-8111 no later than six weeks prior to the start of the Institute and ask for the “Core Knowledge Foundation room block” to get the special rate of \$81 + tax (includes continental breakfast) per night (rates may vary for additional nights).

Don't wait to make your reservations because 30 days before the Institute, the room block will be released.

Air Travel to Charlottesville: You may fly into the Charlottesville-Albemarle Airport and take a hotel shuttle (call from the airport) to the hotel. You may also fly into Richmond (a 75-minute drive) or Washington/Dulles (a 2-hour drive). Transportation from Richmond or Washington/Dulles airports will not be provided. Past participants have recommended renting a car for sightseeing after workshop hours.

Visit www.charlottesville tourism.org for information on tourist destinations in Charlottesville and Albemarle County.

Deadlines for all Institutes are *six weeks* prior to the Institute date. After this time, an additional \$100 will be charged for registration. Registrations cancelled after the registration deadline are subject to a \$100 cancellation fee.

Mail or fax your registration form to:

Core Knowledge Foundation

Attn: Core Knowledge Coordinator & Leadership Institute

801 East High Street

Charlottesville, VA 22902

Fax (434) 977-0021