



# Coordinator & Leadership Institute Information

July 10-11 & 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](mailto:swoodzell@coreknowledge.org)



## 2008 Coordinator & Leadership Institute Registration Form

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 **Hilton Garden Inn** at 1793 Richmond Road Charlottesville, VA 22911 (434-979-4442) 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 \$109 + tax per night or \$119 + tax per night which includes breakfast (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](http://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**