

Common, Course, & Classroom Task Validation Process

1. The Leadership Team will serve as the Task Validation Committee.
2. A valid classroom task must meet the same criteria as a validated common task.
3. The protocol for validation is as follows:
 - a. Teacher creates the task using the common task template.
 - b. Task is submitted to the Leadership Team for review 1 week prior to the scheduled Leadership Team meeting.
 - c. Members of the Leadership Team assess the task using the “Rubric for Task Validation” prior to the meeting.
 - d. Leadership Team shares evaluation of submitted task at the meeting to reach consensus on whether or not the task meets at least a proficient standard.
 - e. Tasks that need revision will be returned with feedback to help address the area(s) of weakness.
 - f. These tasks may be resubmitted. The validation process is then repeated.
 - g. Department chairpersons/program leaders will work with teachers to make necessary revisions.
 - h. Department chairpersons/program leaders will present the revised task to the leadership team and make a recommendation concerning validation.
 - i. Department chairpersons/program leaders will provide the administration with a paper copy of the task to be filed in the principal’s office.
 - j. All files for recommended tasks will converted to PDF files and placed on Vdrive (teacher shared).