

**GREATER
JOHNSTOWN
CAREER &
TECHNOLOGY CENTER**

SECTION: PROGRAMS
TITLE: GUIDES FOR PLANNED INSTRUCTION
ADOPTED: October 23, 2007
REVISED:

<p>106. GUIDES FOR PLANNED INSTRUCTION</p>	
<p>1. Authority Title 22 Sec. 4.4 Pol. 107</p>	<p>Guides shall be prepared for all planned instruction adopted by the Joint Operating Committee in order to direct and assist the professional staff toward the attainment of academic standards and established competencies for the course of study.</p>
<p>2. Guidelines</p>	<p>Each guide may contain, as appropriate to that planned instruction:</p> <ol style="list-style-type: none"> 1. Objectives of the instruction. 2. Concepts and skills to be taught. 3. Suggested activities designed to achieve the objectives. 4. Suggested methods of instruction. 5. Assessment criteria and methods intended to evaluate the extent to which learning objectives and competencies have been achieved. 6. Reading list of supplemental titles for the guidance of teachers. <p>Each teacher shall use the planned instruction guide as the core of the course s/he has been assigned to teach.</p>
<p>3. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall be responsible for development and implementation of a plan for preparation of such guides which includes:</p> <ol style="list-style-type: none"> 1. Participation by appropriate staff members and resource personnel. 2. Continuing research in instructional methods, materials, activities and assessment strategies. 3. Systematic review of all guides to ensure their continuing effectiveness in achieving established academic standards and competencies.

A system of administrative review shall be implemented to ensure that guides are being followed by teaching staff members to the degree of conformity required.

Copies of all current guides for planned instruction shall be kept on file in the office of the Administrative Director.

References:

School Code – 24 P.S. Sec. 1841

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.11, 4.13

Joint Operating Committee Policy – 107