

## **Additional Teacher Expectations for 20-21 Academic year**

### **General Work**

- Work the normal or assigned work schedule
- Be on time and fully prepared with appropriate materials for each lesson
- Set positive tone and expectations for learning environment
- Take class attendance according to school specific protocols..
- Be dressed in a professional manner .
- Maintain a presence with the school/supervisor/team. This includes the use of appropriate technology, but not limited to a computer, email, video conferencing, phone and text messaging.
- Participate in scheduled work related meetings related to professional responsibilities as required by administration.
- Maintain ongoing communication with colleagues who serve common students (paraprofessionals, co-teachers, related service providers, counselors, the SBST team, etc.) Co-teaching pairs will plan appropriately to support their students' needs.
- Work as a grade level/content area team to plan lessons for each week as appropriate. Lessons should be presented in a similar order, fashion, and format.
- Submit lesson plans before the start of school on Monday Morning
- Appropriately differentiate instruction and activities for students to the greatest extent possible.
- Maintain student grades according to school specific protocols
- Accommodate students needs according to ELL needs, IEPs or 504s
- Complete assessments in accordance with a student's IEP within required timelines.
  - Participate in team meetings remotely or in person at the request of the school Special Education Director.

### **Technology**

- Conduct Direct Instruction to students remotely by teaching live lessons, using videos and presentations to students by other technological methods and hold discussions.
  - Become adept with the various grade appropriate tools such as Zoom, Google Education Suite, Seesaw in order to fully utilize them.
- Have and maintain access to reliable high speed internet
- Be accessible by telephone by staff and families
- Abby Kelley is not responsible for any operating costs of any personal equipment including but not limited to computers, personal devices, cell phones or standard telephones.
- Have a professional area from which to teach that limits foot traffic and distractions

### **Family/Student Communication**

- Communicate expectations to students and families about the instructional plan for the week, including learning objectives, required activities, assignments, links to resources, and assessments, along with any associated due dates.
- Communicate with families on a regular basis about student progress
- Make available lessons and other instructional activities for students to access later.
- Interact with groups of students and families, account for attendance, and respond to messages from students and families in a timely fashion.
- Monitor student engagement and follow school specific protocol for students of concern.
- Monitor student participation in activities, grade assignments and assessments, and provide timely feedback on work submitted by students.