

CCHS TEACHER EXPECTATIONS

2013-2014

PROFESSIONALISM

- Be on time to meetings.
- Meet deadlines set forth by school and district.
- Follow district dress code expectations for staff (see memo from district).
- Have a positive attitude.

PLANNING

Weekly lesson plans are to be submitted on Monday of each week via **Dropbox** using the template provided by the school district. Each teacher should have a substitute folder available in their room.

- What is taught in the class should be reflected in the lesson plans. Plans should not dictate instruction but should guide it.
- Plan activities that last the duration of the class.
- Use activities that vary in degrees of difficulty and in styles of learning.
- Incorporate the interest of students.
- Ensure the success of each student and reduce the margin of error with adequate instruction.
- **Lesson plans should be available in classroom for observers.**

INSTRUCTION

- Planned activities should begin when the class period begins.
- Clear instructions should be given.
- Students should know the objectives that they are to accomplish.
- Objectives and standards should be posted and visible.
- New concepts should be introduced in a variety of ways.
- Stand and move about the room during class, especially when students are doing seat work.
- Speak and write correctly and clearly.
- Tests should cover what has been taught.
- Have attractive and instructional bulletin boards.
- Recent student work should be displayed.

Lessons should include but not be limited to:

- Bell Ringer (no more than 10 minutes)
- Preview/Review (10 minutes)
- Explanation/Teaching of new learning (30 minutes)
- Activity (30 minutes)
- Exit/Closure (5 minutes)

MANAGEMENT

- Time should be scheduled to allow maximum instruction and supervision.
- Classroom arrangements and student seating should enhance instruction and supervision.
- Furniture arrangements should allow easy access to any location in the room and clear vision of the students.
- Collection and distribution of materials should be efficient.

GRADING

Teachers are responsible for determining a student's grades. The student's test grades, daily grades, and other work will be used to describe his/her course average. Should it be necessary for a teacher to explain a student's grade to a parent, the grade book should defend the grade.

- The students' grades are to be recorded in the electronic grade book via PowerTeacher.
- The average of the grades in the grade book will be used to determine the official grade on the report card.
- All work should be graded and recorded in the grade book.
- All grades should have a numerical value.
- All grade books should be set up with the following weights: 50% Major, 30% Intermediate, 20% Minor.
- A minimum of 12 minor grades, 6 intermediate and 3 major grades should be given per 9 weeks.
- Reduction of test grades is not to be used as a means of discipline.

SUPERVISION

Teachers are concerned for the safety and behavior of the students. At no time is the teacher "to look the other way," because a teacher's domain extends beyond his/her classroom door. Some of the teacher's supervision responsibilities are as follows:

- Maintaining classroom discipline.
- Monitoring the halls and restrooms during class changes.
- Monitoring students during assembly programs.
- Monitoring students while they are at lunch.
- Reporting accidents to the principal's office.
- Working in cooperation with co-workers to provide each student with the maximum of supervision and guidance.
- Sharing in the supervision during all duties.
- Training the students in emergency procedures such as fire drills, tornado drills, etc

Faculty Do's and Don'ts

- Do not have students stand in the hall as a means of punishment.
- Do not leave your class unattended.
- Do not eat or drink in the classroom while students are present.
- Do not detain a student making him/her tardy to the next class.
- Do not discuss one student with another student or class.
- Do not plan appointments on faculty meeting days or staff development days.
- Do not ask to leave school early or during your planning period unless it is a real emergency.
- Do clear it with your Dean, if you have to leave campus.
- Do not excuse students to class late without a properly completed pass.
- Do stand outside of your door during the change of classes.
- Do take appropriate disciplinary actions before referring students to the office. Make parent contacts (positive and negative).
- Do remember that supervision is a shared responsibility, and that consistency in the enforcement of rules is imperative.
- Do follow the proper procedures for acquiring a substitute when planning on being out of work.
- Do respect your fellow workers.
- Do respect your students.
- Do remember to be team player.
- Do not make your lack of planning my emergency.
- Do the best you can and you will be the best you can be.