

# EDUCATIONAL ALTERNATIVE OUTREACH PROGRAM TEACHER RESPONSIBILITIES CHECKLIST

## **BEGINNING OF THE SCHOOL YEAR**

- Post class schedule.
- Post class rules.
- Develop weekly lesson plans and emergency/substitute lesson plans. Give copy of emergency/substitute lesson plans to Dept. Chair.
- Set up your grade book. Select the grading scale to reflect your grading criteria, categorize your assignments and weight your categories appropriately. Check your grade book for accuracy.
- Set up student folders and portfolios.

## **BEGINNING OF EACH MARKING PERIOD**

- Check up your grade book for accuracy.
- Make sure all signed-out equipment and materials are sign back in and/or secured.

## **DAILY**

- Take homeroom attendance. Send attendance corrections to Delores
- Send home written communication about student behavior where applicable.
- Document parent contacts, if any in the grade book.

## **END OF THE WEEK**

- Enter a minimum of 1 academic grade for each subject area per week.
- Prepare lesson plans and work assignments for the following week.
- Clean computers, printers, overhead projectors, etc. Cover equipment.

## **BI-WEEKLY**

- ESE teachers, insert completed student work (entry, work in progress, mastery) in student folders/portfolios. Make sure all entries are checked and graded. Review student IEPs.
- Use Evaluation of ESE Student Record to organize and audit ESE records in student cumulative folder.
- Complete status updates on the original IEPs

## **MONTHLY**

- Inventory all equipment, software, kits and classroom materials to ensure that nothing is missing. Report all lost, stolen or missing items immediately.

## **END OF EACH MARKING PERIOD**

- Have your grade book completed and ready for upload. Remember to grade all assignments, overwrite any grades you need. Indicate Effort and Conduct grades. Post any comment you deem appropriate (comments are mandatory if the student is failing your class).

## **END OF SCHOOL YEAR**

- Complete all IEPs that are due to expire through September of the following school year.
- Complete all equipment, software, materials and textbook inventories.
- Check all cumulative records.
- Secure and cover all equipment appropriately.
- Provide suggested overviews, objectives and assignments for summer school.