

PRINCIPAL'S EXPECTATION OF A CHICKASAW MIDDLE SCHOOL EDUCATOR

5A's: Actions, Attitude, Accountability, Appearance, Achievement

- **Actions**-what you do each and every day impacts peoples' lives, either positively or negatively. Aim for the positive at all times.
- **Attitude**-complaining never improves a situation. However, a positive attitude coupled with the solution to what you are complaining about, can improve the situation and the soul.
- **Accountability**-Meeting deadlines, making phone calls, alleviates your integrity being questioned.
- **Appearance**-How you look will determine how you are treated by your parents, by your students, and by your colleagues. We are role models first and foremost, so make sure that each day that you step into the building you look professional!
- **Achievement**-Your objective should be that all students are learning and achieving. If the students are not, you should be looking for ways to get them to learn and achieve. You are the best salesman/saleswoman for your subject, not the textbook or worksheets.

Each teacher is expected to comply with the following expectations for professional behavior:

1. Attendance

Be on time each day. All teachers should be at their classroom doors at 7:15 to greet students. Come to work on a regular basis.

Absences which exceed the 5% mark will require documentation. Come to work prepared to stay the entire day. Don't forget to sign in and out for the day.

2. Professional Responsibilities

Meet all deadlines. Attendance is to be entered during the first ten minutes of each class in SMS. Keep accurate records and attendance in your grade book. You should not have to be reminded about taking daily attendance.

Follow guidelines for grading and record keeping. Students should be given a minimum of 7 grades each six weeks.

Meet with your team members twice a week and work as a team. Complete all forms accurately and correctly.

Create a professional learning community by exercising the seven connecting habits:

LISTENING, SUPPORTING, ENCOURAGING, RESPECTING, TRUSTING, ACCEPTING, NEGOTIATING DISAGREEMENTS

Open the lines of communication by collaborating with the administration, faculty and staff to solve any problems that occur.

Report to duty posts on time and monitor your areas closely. All teachers should have emergency subfolders on their desks.

Sub folders should have pertinent information for sub/ or anyone covering your class. Make sure that the work is relevant to the SPI's that you cover for your subject.

All teachers are expected to serve on a committee. Each committee will have to design a yearlong activity plan that must be submitted to the calendar planning committee by August. Each committee is expected to meet monthly, provide minutes from their meeting and submit them to Assistant Principal.

Duty posts are a requirement for all faculty and staff; you are expected to arrive early enough to effectively fulfill monitoring student behavior.

Participation in extracurricular activities between 3:00-7:00 (athletic games, parent meetings, programs etc.) is a must.

3. Instruction

Create and distribute a nine week syllabus for each class outlining each test as well as nine weeks projects.

Expect students to learn and afford them the opportunity to do so. Keep your weekly syllabus or (lesson plan if you choose) posted in your classroom.

Your lesson should go like this when you enter your room.

Students enter the room quickly and quietly knowing that they have a **5-7 minute timed Chickasaw Challenge. DURING THIS TIME TAKE YOUR ATTENDANCE!!!!**

Once you finish the CC you should do a quick review of the answer. **5 minutes**

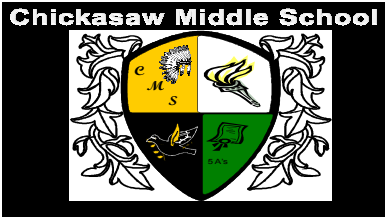
Hook them in (Good Morning class we have a great lesson for today, you might want to sound and look excited)!!!!

Next, you the teacher outline the agenda for the day, your introduction (**Verbally State the SPI, GLE, the Guiding Question, the Objective, the Daily Activity, the Homework, the Closure**) and thoroughly explain. **This will give your student an idea of what they are supposed to learn and do for the day. It also gives them a clear inclination of what will be expected from them before the exit your room and what will be expected when they return the next day. 3-5 minutes**

Strategies (Differentiated Instruction), Activities, Distributed Practice, Intervention, Technology,

Now begins the **Guided instructional practice, hook them in a second time, make it more relevant, this should be timed according to their age remember, lecture time (or teacher talk time) should be no longer than their age (12-14 minutes). 13 minutes**

Guided Practice, while students are working you should be walking around the room to see who needs individual assistance. There are many methods that can be used during this time (refer to your packet that was in your boxes last Friday).



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The guided practice should also be timed to keep them on task, you can use a timer, on computer timer (such as what I saw in Ms. Browns class), or a good old watch to keep time. This not only paces you for that great closure but it cuts down on distraction times if the students know that you are timing them and reminding them that their time is coming close to an end. *This should encompass at least two activities to lesson opportunities for boredom as well as giving the student opportunities to maybe move around. (10 minutes for one activity/ 5 minutes for the other) 15 Minutes* if you are transitioning to another activity, that must be timed also, for the same reasons stated in the previous bullet.

Closure should give every student an opportunity to recap in some sort of way what they learned for the day. *Your objective should be to find out who knows what. If you know who got it, this will help you as you prepare for you next group or next day. This also cuts down on surprises when you give quizzes or test and the majority fail. Give them a burning question to leave with so they further investigate or make connections with outside of your class and hold them accountable for giving you more in depth info. This can also tie into what you will be doing the next day. 10 Minutes* In short, time everything!!!!

Every assessment must be created through exam view, no exceptions!!!!

The daily objective and covered SPI should be written in words on the board each day. SPI’s covered for the week should be posted outside your door. The Chickasaw Challenge should focus on an assessed SPI each day.

Utilize a variety of instructional strategies in class each day. Minimize worksheet usage.

Keep students engaged in active, thought-provoking, and challenging work each day. Display quality student work each month in hall and in classroom.

4. Assessment

Each teacher should offer an alternative assessment project each six weeks.

Students should be required to maintain a notebook - examples of topics: Class work, Homework, Test & Quizzes, and Alternative Assessment.

Language Arts teachers should have students complete a book report every other six weeks and honors classes should complete a book report every six weeks.

Each team should complete an interdisciplinary thematic unit once a semester.

Vocabulary assessments should occur weekly.

Complete a SIX WEEKS TEST each grading period.

5. Classroom Management

Teach students classroom rules and procedures the first two weeks of school. Reinforce rules and procedures daily.

Insist students follow all school rules and procedures. Supervise your students at all times.

Students are expected to walk quietly on the right side of the hall. Make sure students enter and exit your class quietly and orderly.

Address any violation of school rules, including uniform violations immediately. Students should only be allowed to go to the restroom by themselves if it’s an emergency. Other than that, students should only be allowed to use the restroom during designated break times. Please monitor restrooms between classes.

6. Parental Involvement

Contact parents of disruptive students immediately.

Encourage parents to visit and take an active role in the classroom. The parents of any student receiving a failing grade or N or U in conduct for the six weeks should be contacted by phone or parent conference before the six weeks ends. Also maintain a contact log for your students. A minimum of 15 calls is required weekly.

Treat parents with dignity and respect at all times.

I have read and understand these expectations and commit to creating the best Chickasaw Middle School possible.

EDUCATOR NAME

DATE



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