**Co-Teaching and Collaboration Responsibilities**

**Glen Forest Elementary School**

**2018-2019**

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| **Teachers:** | |
| **Weekly Triad Planning Time:** | |
| **Co-Teaching Non-Negotiables/Responsibilities** | **What does it look like in our rooms?** |
| 1. Plan together for instruction    1. Stick to common planning time and begin on time    2. Respect/honor co-teaching triad planning time    3. Be fully engaged    4. Know standards for the week    5. Share ideas on how to teach lessons/who is responsible for differentiation    6. All co-teachers are responsible for maintaining lesson plans    7. Lesson plans and lesson part responsibilities (who is teaching what part of the lesson, who is responsible for creating materials for the lesson)    8. Equal ownership of class and all students |  |
| 1. When not engaged in direct instruction, provide support as needed.    1. Cooperative learning structures    2. Anecdotal notes    3. Small groups (where will instruction happen)    4. Parallel teaching (where will instruction happen)    5. Co-teaching    6. Monitoring student understanding    7. Collaborate with student management (behavior plans-who is responsible, who takes data) |  |
| 1. Begin instruction on time.    1. Bring resources (who is responsible)    2. All teachers should be respectful of beginning instruction on time    3. All teachers should honor the instructional schedule    4. Be prepared for your own whole or small group instruction (what area will co-teachers have in the classroom for small group instruction and materials)    5. Give advanced notice of schedule changes |  |
| 1. Collaborate and support classroom management and student behaviors    1. Support, agree, and all reinforce a behavior management plan and discipline procedures for the year    2. Who created individualized plans, who makes parent calls    3. Agree on a routine for math and reading block |  |
| 1. Grading/Interims/Progress Reports and Absences    1. All teachers will record grades for students, agree on how the grades will be shared with the homeroom teacher    2. Agree on procedure for collaborating/generating interims and progress reports    3. Teacher absences: all will get substitutes and provide lesson plans    4. Agree upon a process for class coverage for meetings/classes |  |
| 1. Attend and be prepared to participate in CLT meetings.    1. Be on time    2. Bring and share ideas, resources, complete homework    3. Keep child focused    4. Participate in discussions    5. Be a CLT facilitator |  |
| 1. Other |  |

If your triad is having difficulties honoring non-negotiables you might take the following steps:

1. Review this document together
2. Create/use planning documents that clearly identify each person’s responsibilities.
3. Request the Instruction Coach work with your CLT.
4. Seek assistance from your administrator.

Co-Teaching Goal, Revisit/Revise Quarterly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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