**General Professional Expectations**

* Check email/mail box once or twice everyday
* Take accurate class attendance
* Be on time for hall duty, bus duty, advisory and class assignments
* Sign into the main office every morning
* If you leave the building during the day, notify someone [colleague, office, etc].
* If sharing a room, do not remain in the room after the late bell has rung
* Accept class coverage assignments when you are asked to do them (the teacher contract requires that you to do five)
* Be outside your room between each instructional period unless you are engaged with a student at the end of class [if we ask you to come out don’t get annoyed].
* If you have phone messages from parents, call them back within 24 hours
* \*We will email you the messages we got from parents instead of leaving a note in your box
* Actively engage students during advisory on a daily basis and plan for a more in-depth presentation during extended advisory [refer to the ARC center on the web site]
* Complete all paperwork in the required time-no tracking down by the secretaries/administrators
* Update e-board/IC grade book on a regular basis…be clear on the differences between the two
* Be frugal and responsible with copying [where possible have students share class sets of notes, use PDF files, double-sided, etc].
* Wear professional, neat attire [no “reef” flip flops, jeans [Friday ok], sneakers, wear collared/button down shirts, etc**…look the part!!!**]
* **Join and support the PTA—they do so much to help the building [forms in packet-and don’t wait until March to join!]**
* **Contribute to Sunshine Club…they do much to help everyone [forms in packet-no chasing after you!]**
* Volunteer to help with building/staff events [e.g., set-up, clean-up, etc]. Sign up to support your colleagues with building events
* Do not schedule any appointments during faculty meeting/department days [coaches use assistants]
* Honor and be respectful to those who are not present and cannot defend themselves…if you have a concern with a colleague, speak with that person directly [avoid engaging in gossip]
* Call parents for both positive and concern issues
* Be available and on time for extra-help on the days and times you indicated that you would complete your ninety-minute obligation [if you are delayed notify the office]
* On all assembly type programs, sit with your class [e.g., pep rally, arts in ed, etc.]
* **No whining or as little as possible!  There are always reasonable solutions.**
* Arrive early, leave later…don’t beat the students out of the building

General Leadership Expectations

* Take on leadership roles on your team and department!
* Refer to M/V/C on a regular basis [adhere to the major points throughout the year]
* Use the **Understanding by Design** 2.0 template/protocols for the design of instructional units
* Extend and refine your knowledge of “content and process” during the year [Be a continuous learner]!
* Join your subject area professional organization and/or consider a membership in major organizations such as ASCD
* Do not confuse input with decision-making…all input is considered prior to a decision being made [it does not mean that no one listened if the decision made does not abide by what you want]
* ***Contribute in positive and meaningful ways to the culture of your team, department, and building***
* Refer to domain 4 components for specific information on professional responsibilities
* **Play well with others!**

Essential Questions for Teachers

* What is my role within the system?
* What are my obligations to my colleagues, support staff, parents and administration?
* How do I model being a continuous learner?
* How should I respond when presented with current assessment data?
* How should I be held accountable for “living” the agreements we have reached as a faculty [MVC]?
* What is the balance I should seek between “me” and “we?”
* Do I “seek first to understand before being understood?”
* When I do make a mistake, do I “bow low?”
* Am I sensitive to how I am viewed by colleagues, administration, and parents?

Essential questions for Administrators

* How do we balance praising the great work that teachers do with the need to confront behaviors that are not collaborative and aligned with our belief system?
* How can we have “results” discussion without putting people on the defensive?
* How can we encourage staff members who are natural leaders to extend and refine their effect in their department and the building?
* How can we create a professional culture without being taken advantage of?
* How do we balance an open door policy with decisions that just need to be followed?
* How should we respond when a staff member does not fulfill their responsibilities?
* How should we respond when people do not have an accurate picture of themselves?
* How do we get staff to understand that treating everyone fairly does not mean we should treat everyone equally?

General Essential Questions

* **What are the attributes that make a person a true professional?**
* **What is the difference between someone who identifies themselves as a professional with a Civil Service Employee?**
* **How can an organization continue to grow and flourish?**
* **How do we hold ourselves accountable for results?**
* ***How can we use data to improve our practices without becoming defensive?***
* **How can we help to ensure that we see ourselves accurately?**
* ***What is my job when I am with-and not with students?***
* **How can I be a better, team member, colleague, and contribute in a positive way to the culture of a building?**