

Professional Responsibility

Minimum Hours Estimated per Year

Assisting with orientation / registration before the beginning of the school year	4
Analyzing assessment results for pre and post district assessments (minimum two per grading period)	48
Attending and assisting with graduation	4
Attending student events (concerts, games, competitions, exhibits, family nights, etc.)	72
Behavior management (BIPs, PBIS, etc, and / providing alternative assignments for students in ISAP)	36
Bulletin boards (word walls, student work, etc)	12
Chaperoning dances / student events	12
Cleaning classroom and arranging physical setup throughout the year	72
Clubs / teams (meeting, planning, chaperoning event activities/supervising practices)	39
Collaboration (PLCs, parents, general program - ECE /ELL, interdepartmental, etc.)	39
Communicating with parents (phone calls, emails, in person meetings, newsletters)	13
Copying materials for student use	39
Creating materials (teacher-made materials to supplement and individualize instruction)	200
Designing assessments/projects (teacher-made, department aligned)	24
Differentiating Instruction / behavior planning (grouping students, assessing and planning for student needs)	23
Duty, before or after school (average 12 week rotation for middle and high school, year-long for elementary)	15
Evaluative conferences with Administrators (pre- and post-observation conferences)	4
Field trips / competitions (planning and chaperoning) -- NOTE: Some special area teachers spend MUCH longer on this.	18
Fundraising for clubs, teams, and special area events	10
Grading (based on projected average minimum of 1 hr per day)	178
Higher ed classes to attain Masters Degree, Rank I, etc.	60
IEP Meetings	10
IEPs (based on projection of 2 hour minimum per student)	30
Lesson planning (based on projected minimum of one hour per day beyond contracted planning time)	178
Maintaining data binders (PLA and Focus Schools)	36
Out of pocket expenses (time cost based on average \$1000 per teacher expenditure at projected average hourly wage of \$50)	20
PGES work (reflections, Growth Plans, setting and tracking student growth goals)	10
PLCs (based on projected 1 hr per week which may take the place of regular planning period activities)	36
Program Reviews (collecting evidence and uploading on Skydrive)	5
Providing student/family support services (filling out evaluative paperwork for doctors, assisting families obtain social services)	10
Reading Books for PLC study (based on projected 6 books per year)	60

Record keeping (tracking and reporting absences, cuts, tardies, grades, behavior incidents, etc.)	178
Rubric creation for teacher-created authentic assessments	12
School-based committees (mandatory at some schools)	10
Supply ordering and inventory (department chairs)	20
Transporting students to and from events and competitions	10
Travel to district PLCs (Special Area teachers)	10
Tutoring / monitoring Success Maker / manning the library and computer lab during before and after school study time	100
Waiting for busses when busses are late (elementary teachers)	5
Writing college, employment, and scholarship recommendatios	12
TOTAL Professional Responsibilities	1674
Planning / Contracted after school time	190
Minimum total uncompensated time	1484

