

# **General Duties**

## **Reporting to the School Site**

- Arrive at the school site at the regularly scheduled time or, if you have received a late call, as soon as possible.
- Report to the principal's office and record your name on the appropriate sign-in sheet.
- Request a copy of the teacher's schedule and ask if there are any extra duties for the day.
- Clarify the lunch schedule.
- Obtain the teacher's lesson plans, class rolls, books, attendance forms, absentee slips, etc., if they have been left in the office.
- Inquire about end-of-day responsibilities (such as bus duty) and procedures (such as safeguarding the teacher's materials).

## **Before Classes Begin**

- Introduce yourself to the team leader or teacher in an adjacent classroom so that you will have someone to call on if you have questions or problems.
- Organize materials to be used during the day and check any equipment that will be used to ensure that it is working properly.
- Locate the class seating charts.
- Familiarize yourself with fire drills and other emergency procedures as well as fire extinguisher locations.
- Locate the cafeteria, rest rooms and team meeting rooms.
- Check the school's procedure for reporting attendance and absences.

## **Planning Period and Lunch**

- If possible, lock the classroom when you leave it. Do not leave handbags or valuables unattended.
- Do not leave the school during your planning period or lunch. If an emergency arises, consult the principal or his/her designee.
- Follow procedures given to you by the school's administrative staff.

## **End of the Day**

- Leave a note for the teacher in the plan book informing him/her how the day went. Be honest and note specific problems or student commendations.
- Leave the teacher's materials and student work in the classroom or in the office as instructed.
- Stop by the Principal's Office before leaving.

## **If You Are Assigned a Classroom with Computer Equipment**

- Be aware of the proper treatment of the equipment
- Equipment is turned off at the end of the day.
- Do not assume that someone else will secure the room and equipment for you.