

ACT Teacher Assignments

Tuesday March 25th

Expectations:

- **Room Supervisor:**
 - Set up room **MONDAY NIGHT**, cover posters, etc.
 - Pick up testing materials at 7AM in the main campus library.
 - Read ACT testing directions verbatim.
 - Start and Monitor Testing on Chromebooks
- **Proctor #1:**
 - Begin setting up the room while the supervisor is picking up materials.
 - Use sticky notes to assign students their desk, make sure all desks are facing the same direction, etc.
 - Assist the room supervisor.

Room	Room Supervisor	Proctor #1
205	B. Peckham	M. Braby
206 & 206B (1.5 Time, Multi Day)	J. Heiner (Room Supervisor - 206)	E. Jones (Room Supervisor - 206B)
207	D. Bracken	K. Warren
208	K. Swanson	Z. Dickison
211	J. Hernandez	B. Mildon
213	E. Grant	M. Pomeroy
216 (1.5 Time)	C. Baker	K. Southam
219	D. Abeysekara	E. Bender
221	J. Griffith	W. Turner
223	B. Kartchner	K. Brian
224	K. Ochoa	Q. Rollins
225	Y. Bayardo	M. Smith
226	M. Singleton	O. Phillips-Brusatto
227	S. Peterson	A. Ybarra
228 (1.5 Time)	M. Buchanan	B. Holscher

Room	Room Supervisor	Proctor #1
301 (1.5 Time)	S. Fisher	I. Iucker
302	C. Clem	N. Vranes
303	M. Hegarty	T. Southall
305 (ML, 1.5 Time)	C. Zamora	L. McGrath
306	L. Anderson	C. Rose
308	C. Hunter	D. Moore
309	S. Sekiller	D. Barton
310	E. McCall	E. Schimbeck
311 (Breaks)	M. Fresh	T. Wright
312	S. Probasco	T. Gasu
314 (3x Time, Multi Day)	K. Milius	De. Page
315 (3x Time, Multi Day)	A. Yazzie	S. Brooks
317 (3x Time, Multi Day)	L. Cohne	C. Checketts
319	K. Organ	S. White
321	D. Ashton	K. McDaniel
322	R. Smith	T. Ouzts
324	C. Taylor	G. Chellson
325	S. Hegarty	A. Clegg

Hallway	Teachers
Second Floor Hall Duty • Give breaks to proctoring teachers • Escort students to restroom • Get students back to class after break time	T. Ford A. Crandall C. Stevens J. Hardcastle

Third Floor Hall Duty • Give breaks to proctoring teachers • Escort students to restroom • Get students back to class after break time	J. Farnsworth T. England M. Pugh W. Mitchell
Second Floor Snack Delivery • Pick up baskets from OUTSIDE of teacher rooms. • Fill baskets in the library and deliver to classrooms (before break time, 9:15). • Be present and monitor hallways.	C. Henson T. Smith K. Kissick K. Son M. Heder
Third Floor Snack Delivery • Pick up baskets from OUTSIDE of teacher rooms. • Fill baskets in the library and deliver to classrooms (before break time, 9:15). • Be present and monitor hallways.	S. Whitaker L. Lewellyn A. Lee J. Sanders T. Cripe
Extended Time Classrooms Second Floor Hall/Snack Duty Rooms 206, 216, 228 • Check in with administration and Judy to see if anything comes up. • Be present for extended time classrooms! Take over when other hall monitors leave. • Deliver lunches when room is ready.	T. Garcia V. Havens Da. Page C. Toleafoa B. Brower
Extended Time Classrooms Third Floor Hall/Snack Duty Rooms 301, 305, 314, 315, 317 • Check in with administration and Judy to see if anything comes up. • Be present for extended time classrooms! Take over when other hall monitors leave. • Deliver lunches when room is ready.	A. George J. Howard R. Wellman T. Olsen
Library/Tech Support	W. Walden B. Darrington J. Balser

Timeline (Standard Time):

7:00	Pick up materials in library, set up classroom
7:20	Begin admitting students (check IDs or verify identity of each student), mark attendance on roster. • R = Recognized by Staff • P = Current Photo ID • P with Initials = Focus used to identify student • F = Notarized letter (very rare) • A = Absent
7:45	STOP admitting students and BEGIN testing • All electronics, phones, smart watches, etc. turned off and placed in backpacks. • Backpacks placed along the wall, out of reach of students • Backpacks remain untouched the entire day (including during break time)
8:00	English Test (45 minutes)
8:50	Math Test (60 minutes)
9:50	15-minute Break, Snack in Classroom
10:05	Reading Test (35 minutes)
10:45	Science Test (35 minutes)
11:25	Release Students Home Return ALL testing materials to the library. Go eat lunch, check back in for help with extended time classrooms.