

2011 – 2012 Eisenhower Middle School Teacher Expectations

Assessment

It is expected that formative assessments, these include common and mini-assessments, are the result of a collaborative effort among teachers to improve instruction and gain data to respond to the diverse needs of students. They are designed to measure student mastery of the taught curriculum (TEKS). Common assessments are to be given periodically based on the District's scope and sequence or at the end of units of study, grading periods, or semesters. Feedback from semester and/or district-derived common assessments should be shared with students and parents/guardians. Mini-assessments are to be given with appropriate frequency to adequately measure student understanding. Feedback from mini-assessments should determine intervention action plans that should be shared with students and parents/guardians.

Content Planning

It is expected that all teachers should be engaged in content planning that at a minimum addresses the following:

- Instructional alignment with TEKS and District Scope & Sequence
- CCRS (Career and College Readiness Standards)
- ELPS (English Language Proficiency Standards)
- 21st Century Learning Skills
- Differentiated Instruction (use of scaffolding & SIOP)
- Authentic Literacy (focus on technical reading and writing within the content)
- Rigorous formative assessments that are targeting the higher levels of Bloom's Taxonomy

Lesson Plans

It is expected that all teachers participate in collaborative lesson planning. At a minimum, lesson plans should be completed one week in advance i.e. lesson plans for 8/29 are due 8/22. All lesson plans should be posted in the appropriate 11-12 staff shared folder by Department or included on the Teacher's web page.

Parent Contact

It is expected that when a student's behavior is unsatisfactory and/or the student is in jeopardy of failing, the teacher will communicate directly with the parents/guardians and maintain ongoing dialogue and documentation of the communications. Teachers and/or parents/guardians may request conferences at any time. However, when a personal conference cannot be scheduled, a telephone conference or email may be used as an alternate form of communication. The conference should occur for a specific time period and in a place which will assure privacy.

Teacher Web Expectations

It is expected that our teacher websites are used primarily as a communication tool for our parents, students, and community. Keeping an updated website is a proactive approach to ensure that our parents know each teacher's expectations for academics and behavior.

- Web sites should be updated every other week beginning August 22, 2011
- Sites should include (at the minimum):
 - Biography
 - Expectations
 - Listed assignments or upcoming exams/project dates, calendar with assignments or an attached document of current lesson plans
- At a minimum, items included in these pages are:
 - Grade distribution
 - Contact information
 - Tutorial Dates/Times
 - Planning Time Availability
 - Procedures for make-up/missing assignments
 - Procedures for re-testing
- Web page items to strive for:
 - PDF files of handouts from lessons
 - PowerPoint lesson presentations (for absence students or students who need additional help)
 - "Flip Clips" of teacher explanation of assignment