

Standard 8(a) Rationale: Adheres to board policies, district procedures & contractual obligations.

I chose a list of teacher supervision duties for my artifact to justify this category. This list shows the before and after school supervisory duties that are divided up between the teachers of our school. During third quarter, I have been supervising the cafeteria and the gym before school. This demonstrates that I adhere to board policies, district procedures, and contractual obligations. It is a board policy that the supervision of students is the responsibility of our school and its staff between the hours of 7:30AM and 3:45 PM. Also, it is district procedure to use teachers in a supervisory capacity during any non-class time, such as assemblies, drills, or lunch periods. It also shows that I am meeting my contractual obligations because this is a specifically assigned duty from my administration.

Standard 8(a) Artifact:

2013-2014 - Supervision Duties

Morning and Afternoon Duties for the School Year

Morning Duty begins at 7:50 AM and ends at 8:05 AM. The major function of the morning duty teachers is to circulate among the students before the start of the school day. In most cases, you are supervising as needed where needed.

Afternoon duty begins at 3:21 and ends at 3:40 or after the last bus leaves. The major function of the afternoon teachers will be supervision of the student parking lot.

The areas that need supervision are:

1. West Hallway, North Hallway, and South Hallway (AM only) **2 people**
2. Lunchroom and Gym (AM only) **1 person for both places**
3. Student Parking Lot (AM and PM) **2 people for AM 2 for PM**

NOTE: ALL staff will supervise outside their classroom from 8:00 to 8:10 AM and from 3:20 to 3:25 PM. ALL staff will supervise outside their classroom between periods.

<u>First Quarter</u>	<u>Second Quarter Ends Monday, Jan 6th</u>
██████████ completed	██████████-(parking lot pm)
██████████ completed	██████████--(hallway)
██████████ completed	██████████ ██████████
██████████ completed	██████████ (parking lot pm)
██████████ completed	██████████ (AM only) Lunchroom/gym

██████████ completed	██████████ (hallway duty)
██████████	██████████ (parking lot am)
<u>Third Quarter, Starts Tuesday, Jan 7th</u>	<u>Fourth Quarter</u>
Brad Kelly (Lunchroom/Gym)	██████████ (Parking Lot Duty PM)
██████████ (parking lot duty PM)	██████████ (Lunchroom/Gym)
██████████ (Parking Lot Duty AM)	██████████ (Parking Lot Duty PM)
██████████ Hallway duty	██████████ (Parking Lot AM)
██████████ (parking Lot Duty AM)	██████████ (Parking Lot AM)
██████████ (parking lot duty PM)	██████████ (hallway duty)
██████████ hallway	██████████ (hallway duty)