

Staff Expectations:

1. Staff will arrive on time and ready to work at their scheduled time. They will return from lunch breaks at their scheduled time ready to work with students. Bathroom breaks and other breaks should be taken when students are engaged and safely working and monitored by other staff. They should not be taken at times when students need your assistance.
2. Staff should follow their schedule and student schedules as closely as possible, to ensure that students get quality instruction in a routine fashion. If a student needs a break monitor that need, so they do not sit at a break for too long. Use a timer and/or a ready/not ready cue to get them back to instruction as soon as they are ready.
3. During the instructional day, staff should be working with or monitoring student work and behavior, using the expectations in each area and the overall classroom rules. Consistency with rules and expectations across staff and settings is vital to student success.
4. Our goal is to support students in becoming as independent as possible! Model how to do work, and support student in completely work but do not do it for them, or pick them up to get them to do it.
5. Adult conversation should be at a minimum when students are present. Conversation should be with students and/or regarding student services. If you have questions or comments about a student they can be written in the note binder for discussion with Mrs. McDaniel at a break and/or during our Friday meetings. Please refrain from talking about student behavior in front of students.
6. Staff will ONLY use their cell phones in case of emergency, for work purposes, or during breaks. Phones should not be used during specials, or general education service times.

I _____, understand the above staff expectations.

staff signature

date