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What Do We Expect from an Ideal Teacher?

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Synopsis:

This workshop will cover time management, grading and paperwork, classroom management, and professional time savers that teachers can use to become more ideal teachers.

Summary:

- Time management for Teachers
 - Major Themes of Time Management
 - Grading papers effectively and efficiently
 - Preparing “Two-fer” lessons – plan for months rather than days or weeks
 - Developing universal homework and assignment sheets
 - Bringing parents to your side
 - Identifying the priorities of teaching – essential understandings
 - Organizing your classroom to be professional and student centered
 - Establishing and maintaining a year-long plan
 - Using the compendium notebook
 - Beginning the school year effectively
 - Developing universal sub plans – your last ever!
 - Taking a new look at discipline
 - Using the telephone and letters to effectively communicate to parents
 - Making technology work for you
 - Completing district requirements and paperwork quickly
- Grading and Paperwork
 - How many grades do you need to justify a report card mark?
 - How many minutes/hours will you spend grading or preparing?
 - How much value do students place in grades?
 - How soon and how often do they need input?
 - Formatting for speed...
 - Methods for correcting without collecting
 - Directed teaching, small groups, individualization, and seatwork
 - Collecting and returning papers
- Classroom Management
 - Plan before you leave your classroom and before you go to sleep
 - Write everything down
 - Put your students to work for you
 - Organize classroom supplies and materials



- Professional Time Savers
 - Never be late
 - Delegate completely
 - Avoid unnecessary records
 - Do demanding tasks first
 - Do overanalyze – decide...
 - Set time frames
 - Over/underuse of the telephone
 - Set office hours for all appointments
 - Use your turf
 - Reward yourself often
 - Accept what you must and dance through the hoops
 - Report cards
 - Testing
 - IEP's
 - Conferences
 - State paperwork
 - Accept less than perfection
 - Have written goals
 - Use an organizer
 - Avoid most procrastination
 - Volunteer to lead rather than follow
 - Keep your desk and belongings neat
 - Establish standard procedures
 - Absentees
 - Independent study
 - Letters of recommendation
 - Subs
 - Schedule your extra time
 - Say no