GDHS teachers keep busy during 'prep' time

By MARIE JACOBS

GDHS Principal's Corner

I thought the community would be interested in knowing what duties GDHS teachers perform during "prep" and lunch times.

They:

 teach the classes of other teachers who: * Are involved with out-of-class students in educational experiences such as field trips, athletic events, band be freed up for some reason such as to provide first aid, meet with a parent, attend a case conference and so on. * Are observing another class or team-teaching. * Are taken ill during the day. * Are participating in conferences or workshops.

• supervise students: on a rotational basis throughout the year, the teachers are assigned supervision on school property. They monitor student behavior performances, guest inside and outside the building; equipment, materials for teachers (e.g., about curriculum students clubs, and supervises speakers/assemblies, etc. * Must e.g. ensuring smoking is off the laboratory experiments, art planning) and students (e.g., give students event such as dances.

grounds, checking for trespassers outside the building and supervising halls, "supervised study" and the cafeteria (in a large school, not all students can have lunch at the same time; at GDHS, 3 of the 5 instructional periods are also lunch periods for some students and staff).

• set up/maintain classroom materials and equipment: e.g. sewing machines, lathes, computers, audio-visual

materials and so on!

 do classroom-related work: prepare lessons and learning activities, assignments and tests; mark; review texts/videos/software, and

complete reports.

· confer with parents (e.g. about absences, progress), administrators or support staff (e.g., about student issues), heads/administration (e.g., about performance appraisal), other

extra help).

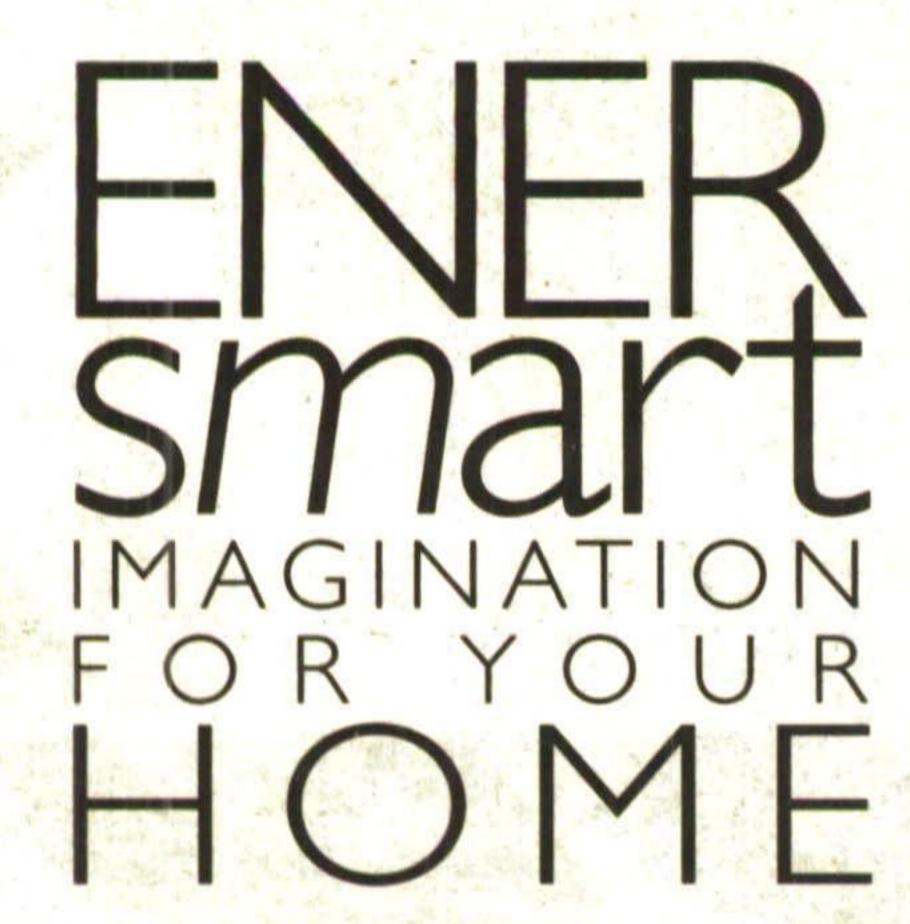
 perform administrative duties (e.g. complete required forms), do committee work (e.g., on Awards, School Goals committees) and organize fundraising (e.g., order cheese/fruit/chocolate for sales).

Teachers engage in many of these same activities outside the school day as well as taking on extra-curricular responsibilities coaching sports, sponsoring students clubs, and supervising

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