FACULTY/STAFF EXPECTATIONS

STAFF EXPECTATIONS

Expectations	Classroom	Cafeteria	Hallway	Recess	Restroom	Bus Area	Car Area	Office
BE KIND	1. Display a positive attitude. 2. Greet students at the door..	1. Greet others in a kind manner. 2. Help students get their grab and go meal in a timely manner.	1. Use back doors as much as possible.	1. Assure that all students enjoy a recess break daily (weather permitting).	1. Allow students multiple opportunities to use the bathroom throughout the day.	1. Greet the bus drivers and others.	1. Greet parents and others in a kind manner.	1. Teach students how to enter the office and wait for front office staff..
BE RESPONSIBLE	1. Have all lesson plans and materials prepared. 2. Be on time for all school events.	1. Keep your own space neat and orderly. 2. Make sure that students pick up their trash from their designated eating areas.	1. Commute from one place to another in a timely manner.	1. Keep your classroom in their designated recess area.	1. Teach students about proper handwashing techniques and model for them.	1. Walk your class to the bus area. 2. Report to duty post promptly on assigned days. 3. Monitor and maintain student behavior daily.	1. Report to duty post promptly on assigned days. 2. Monitor and maintain student behavior daily.	1. Display confidentiality while in the office. 2. If a student has a fever, please send them to the office with an illness note with fever marked. Please do not enter the students' temperature.
BE RESPECTFUL	1. Always be fair, firm, and consistent with your discipline plan.	1. Follow social distancing guidelines.	1. Be mindful of other classes while commuting to and from your classroom.	1. If the designated recess area is wet or if the weather is bad, allow your class to have recess under a covered area.	1. Teach students how to keep the restrooms clean and neat.	1. Make sure your duty post is covered when absent	1. Make sure your duty post is covered when absent	1. Remain calm if a student has a fever and do not single out students.

BE SAFE	1. Establish orderly routines and procedures. 2. Report to your class on time. 3. Provide adequate proper supervision for all students at all times. 4. Use hand sanitizer and allow students opportunities to wash their hands throughout the day.	1. Maintain supervision of all students. 2. Assure that all students wash their hands for 20 seconds or longer.	1. Assure hallway procedures are followed.	1. Allow students to wash their hands and sanitize after recess.	1. Report the end of an entire class restroom break to the custodians so they may sanitize and clean.	1. Be prompt. 3. Maintain supervision of all students.	1. Be prompt. 3. Maintain supervision of all students.	1. Listen to intercom for daily for emergencies/ announcements. 2. Always wear a mask in the office and wipe down any objects you touch. 3. Wash hands frequently.