

Teaching Teams Weekly Meeting Procedure

Policy: Teachers and Teaching Assistants will formally meet on a weekly basis to ensure communication, a productive working relationship, and compliance with agency procedures.

Performance Standard: 1302.92 Training and Professional Development

Procedure:

- Lead Teachers will designate a specific meeting time each week. Meeting times can be scheduled anytime the students are not present. Rest time is not a sufficient meeting time.
- Meetings should last at minimum 15 minutes.
- Teaching teams should discuss classroom issues/upcoming events, individual students, job performance concerns, professional development needs, etc...
- A summary of the discussion and any necessary follow up will be documented on the Weekly Teaching Team Meeting form.
- Lead Teachers and Teaching Assistants should initial the form after every meeting.
- The Lead Teacher is responsible for ensuring that necessary follow up has occurred.
- The Lead Teacher will keep a copy of this form in the classroom and turn in the original with End of Month reports.

Referenced Forms:

Weekly Teaching Team Meeting