

Part 2: Expectations and Assignments

Scene 1: Actively Seek Assignments

Topics:

- Use Frontline
- 8 per Month
- Half days count as one assigned; paid for the hours worked
- Busiest Days are Monday and Friday

Guy

I've got my logins and passwords, I can access my email, and I can log into Frontline and OneSource. I'm ready to sign up for my first assignment. I'm excited to get started!

Sally

I love your enthusiasm! Let's continue your onboarding to make sure you're set for success.

Guy

Great! I know I need to look for assignments in Frontline. How many can I sign up for?

Sally

There's no limit to how many assignments you can accept, but you are required to take at least 8 assignments per month. But that doesn't apply to short months, like December when we typically get two weeks off for the winter break.

Guy

Good to know. I noticed most of the assignments are on Mondays and Fridays. I guess that makes sense. I also noticed some of the assignments are for half-days. Do I need to take two half days to equal one full day?

Sally

No, half-day assignments count toward the required 8 assignments per month, but keep in mind that you are only paid for the hours you work.

Scene 2: Life Happens [Can't Make an Assignment]

Topics:

- No Shows are not acceptable
- To cancel assignment, notify campus
- Conditions and consequences for cancelations within 24 hours of assignments
- Extended Absences - Contact ATO

Guy

What happens if I schedule an assignment but then something comes up - maybe my schedule changes?

Sally

We know situations will come up that are out of your control. Anytime you can't make an assignment you've already accepted, you'll need to contact the campus directly. Keep in mind you'll need to call the campus during business hours. Give as much notice as possible so the campus can make alternate arrangements.

Guy

Okay, but what if it's after hours?

[Activity - Help Guy Decide What to Do: The slide will cut to Guy thinking with three thought bubbles. Feedback depends on bubble clicked]

- A. Contact the Associate Teacher Office.
- B. Contact the Campus**
- C. Contact the Frontline Absence Management.
- D. Contact the teacher I'll be supporting.

Sally

Feedback A - The Associate Teacher team can help you with issues related to your role, but not with individual assignments. You need to communicate with the campus you're signed up with. If you need to notify the campus after hours, email the administrative assistant at the campus. You can find campus contact information at <https://www.houstonisd.org/findaschool>.

Feedback B - That's right! You need to communicate with the campus you signed up with. If you need to notify the campus after hours, you can email the administrative assistant at the campus. You can find campus contact information at <https://www.houstonisd.org/findaschool>.

Feedback C - Frontline Absence Management is the tool you use to schedule your assignments, but it isn't a communication tool. You need to directly contact the campus

you're signed up with. If you need to notify the campus after hours, you can email the administrative assistant at the campus. You can find campus contact information at <https://www.houstonisd.org/findaschool>.

Feedback D - The teacher you're supporting will never be your first point of contact. Your communication needs to be with the campus you're signed up with. If you need to notify the campus after hours, you can email the administrative assistant at the campus. You can find campus contact information at <https://www.houstonisd.org/findaschool>.

Guy

I'll make a note of that web address. So, what if something comes up on the day of my assignment? Let's say I wake up feeling sick or I get a flat tire on my way to the campus. What do I do then?

[Activity - Help Guy Decide What to Do: The slide will cut to Guy thinking with three thought bubbles. Feedback depends on bubble clicked]

- A. Cancel the assignment in Frontline Absence Management
- B. Call the school to let them know you'll be late or won't make it in.**
- C. Contact the teacher to let them know they need to find another Associate Teacher
- D. Don't worry about it. They'll figure it out when the bell rings and I'm not there.

Sally

Feedback A - Accepted assignments can't be cancelled within 24 hours of the assignment date without an excused reason like illness or a death in the family. Again, directly contact the campus immediately to give them as much time as possible to cover your absence. "No shows" are **not** acceptable, and may result in termination.

Feedback B - Yes, the school needs to know immediately so they have as much time as possible to cover your absence. Accepted assignments can't be cancelled within 24 hours of the assignment date without an excused reason like illness or a death in the family. "No shows" are **not** acceptable, and may result in termination.

Feedback C - The teacher you're filling in for will never be your first point of contact. Again, directly contact the campus immediately to give them as much time as possible to cover your absence. Accepted assignments can't be cancelled within 24 hours of the assignment date without an excused reason like illness or a death in the family. "No shows" are **not** acceptable, and may result in termination.

Feedback D - "No shows" are not acceptable, and may result in termination. You will need to contact the campus immediately to give them as much time as possible to cover your

absence. Know that accepted assignments can't be cancelled within 24 hours of the assignment date without an excused reason like illness or a death in the family.

Guy

Got it. I hope I'm never in that situation. But if I am:

[Activity - Help Guy Decide: The slide will cut to Guy thinking with three thought bubbles. Feedback depends on bubble clicked]

- A. I'll do my best to take an assignment the very next day.
- B. I'll see if there's a different, half-day assignment available in the afternoon.
- C. I'll contact the campus to ask if they have any other Associate Teacher assignments available.
- D. I'll wait a day or two to check for another assignment.**

Sally

Feedback A - I like your dedication, but that won't be possible. If you cancel an assignment within 24 hours of the start time, Frontline will prevent you from being able to see or accept another assignment for 24 hours.

Feedback B - I like your dedication, but that won't be possible. If you cancel an assignment within 24 hours of the start time, Frontline will prevent you from being able to see or accept another assignment for 24 hours.

Feedback C - I like your dedication, but that won't be possible. Remember, all your assignments will be scheduled in Frontline Absence Management - not through the campus, If you cancel an assignment within 24 hours of the start time, the system will prevent you from being able to see or accept another assignment for 24 hours.

Feedback D - That's about the only thing you can do. If you cancel an assignment within 24 hours of the start time, Frontline will prevent you from being able to see or accept another assignment for 24 hours.

Guy

Yeah, I guess it is pretty disruptive to cancel at the last minute.

How about if I'm going to be away for an extended period of time, and I can't make the 8-assignment minimum for a temporary period of time? Hmm, what should I do?

[Activity - Help Guy Decide: The slide will cut to Guy thinking with three thought bubbles. Feedback depends on bubble clicked]

- A. I make myself unavailable in the Frontline Absence Management system

- B. I contact all the campuses I've frequently worked at.
- C. I contact the Associate Teacher team and notify them.**
- D. I just won't schedule assignments during that time.

Sally

Feedback A - You'll use Frontline for scheduling assignments, not for documenting when you aren't available. If you won't be able to accept assignments for more than 20 days, please notify the Associate Teacher office via email.

Feedback B - You'll only contact campuses regarding assignments at those schools, not for documenting when you aren't available. If you won't be able to accept assignments for more than 20 days, please notify the Associate Teacher office via email.

Feedback C - That's right. These things do happen. I know of one Associate Teacher that was away for three weeks when she got married at a destination wedding in South America.

If you won't be able to accept assignments for a period of time that is more than 20 days, please notify the Associate Teacher office via email.

Feedback D - Communication is key to maintaining a good standing with the district. If you won't be able to accept assignments for more than 20 days, please notify the Associate Teacher office via email.

Guy

I don't see any long periods off in my future, but I want to be prepared just in case.

Scene 3: Prepare for an Assignment

Topics:

- Contact campus day before with questions
 - Parking
 - Locating front office
 - Start time
 - Signing In/Out
 - Confirm dress code
 - Special event days
- Be flexible/Things change

Sally

I couldn't agree more. Let's talk more about preparation.

Even though we're all part of Team HISD, every campus is a little different. That's why there are a few things you want to do **before** your assignment.

[Corkboard - stickies with **Contact Campus** and **Be Flexible**]

Contact Campus

Mornings are extremely busy at our schools. Plan to call the day before your assignment to get all your questions answered. If it's a campus you haven't worked at before, you'll want to make sure you:

- Have the correct address and know where to park
- Know where to locate the front office and who to ask for when you arrive
- Clarify expectations for the start and end times of your assignment
 - Confirm that the start time in Frontline is correct
 - Plan to arrive at least 30 minutes early to allow for delays.
- Ask if there are any special events happening at the campus during the time you'll be there
 - If there special theme days, you're welcome to participate as a member of the campus community for that day

Be Flexible

There may be times when the assignment you accepted is changed at the last minute. Maybe you signed up to work a 5th grade math class, but when you arrive you're informed that you'll be needed to cover for the gym teacher. Flexibility is the key to success.

Guy

I'm glad you told me that assignments could change when I arrive on campus. I think I'll leave a pair of sneakers in my trunk just in case.

Sally

I'm glad you brought that up. Being prepared also applies to how you dress. Be professional enough to reflect the respect due to a teacher, yet casual enough to be comfortable in any classroom situation.

Guy

So, you mean dress in business casual.

Sally

Right. This typically includes slacks or khakis, a dress shirt or blouse, an open-collar or polo shirt, a dress or skirt at knee-length or below, and loafers or dress shoes that cover all or most of the foot.

And you're right, keeping a pair of sneakers in the trunk of your car is a great idea.

Guy

Would you say I'm dressed appropriately for an assignment?

Sally

Take a look at what HISD's board policy DH(LOCAL) has to say about employee dress, and tell me what you think.

[Corkboard - Excerpt from DH(LOCAL) Note: The policy was updated in 2021 and is vague.]

Employee Responsibility #5: Dressing in a manner that is appropriate for the job assignment, that reflects positively on the District, and that includes the use of all issued safety equipment;

And

Dress and Grooming: An employee's dress and grooming shall be clean, neat, in a manner appropriate for their assignment, and in accordance with any additional standards established by their supervisor and approved by the Superintendent.

[Activity: Identify appropriate dress - **Change format to Meal or No Meal**]

Let's take a look at some potential outfits. You will see a series of Associate Teachers. For each one consider whether the outfit is acceptable or unacceptable for an Associate Teaching assignment using the scale below:

Ideal	Meets the criteria for business casual and
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	allows for flexibility in case of a last-minute assignment change.
Neutral	May or may not be business casual, but still appropriate, possibly with modifications.
Inappropriate	Regardless of whether it meets the criteria for business casual, it does not meet HISD's Dress Code standards.

Click the IDEAL, NEUTRAL, or INAPPROPRIATE button to submit your selection.



1. UNACCEPTABLE. This outfit is a little more “casual” than “business.” Although it doesn’t make a great impression, it is appropriate. Change the shirt to a polo or button-down to be ready to impress.



2. Feedback: UNACCEPTABLE. Although, this outfit is business casual, it looks like she's wearing heels. The outfit is comfortable, yet versatile enough in case this teacher is unexpectedly asked to teach a P.E. class.

However, her footwear is not practical for a P.E. class or an assignment that requires a lot of walking or standing.



3. Feedback: ACCEPTABLE. This outfit is business casual. It makes a great first impression.



4. Feedback: UNACCEPTABLE. This outfit is business professional. While there's technically nothing wrong with wearing a suit to an assignment, it isn't practical. Ties can get caught or pulled. The suit jacket may not allow for

easy movement. If he takes off the tie and jacket, he will be more appropriately dressed to respond to any type of assignment.



5. Feedback: UNACCEPTABLE. This outfit is just casual - too casual for a teacher leading a classroom. Jeans are appropriate attire on special days designated by the Superintendent, such as Astro's Spirit Days or Go Texan Day. [Where does it say we can't wear jeans? It's not in the policy]



6. Feedback: UNACCEPTABLE. While this outfit can be considered business casual, the shoes may make it unpractical if an assignment change happens last-minute. Close-toed shoes are the best way to go. Also, because temperatures in HISD buildings are centrally controlled, it's a good idea to dress in layers.



7. Feedback: ACCEPTABLE. Slacks and a polo shirt, plus close-toed footwear makes this an appropriate, business casual outfit. It makes a great first impression.



8. Feedback: ACCEPTABLE. Khakis and a polo shirt, plus close-toed footwear makes this an appropriate, business casual outfit.



~~Feedback: UNACCEPTABLE. This outfit is business professional. While there's technically nothing wrong with wearing a suit to an assignment, this one isn't practical. The fitted suit may not allow the movement needed to react quickly in an emergency situation, and the heels puts her at risk of injury if she takes a misstep on an unfamiliar campus. If she wore slacks instead of a skirt, and flat shoes instead of heels, she would be more appropriately dressed to respond to any type of assignment.~~



9. Feedback: ACCEPTABLE. Liz is right on with a short-sleeved top, tan slacks, and flat, close-toed shoes - an appropriate, business casual outfit.



10. Feedback: ACCEPTABLE AND UNACCEPTABLE (both right - context-sensitive feedback). This outfit is perfect for a gym teacher, but things can change quickly on a campus. If he were assigned to a classroom, this outfit would be too casual.



11. Feedback: UNACCEPTABLE. This outfit is beyond casual. Tight-fitting, athletic wear is never appropriate on a school campus. Remember, your attire should reflect the respect you expect from your students.



12. Feedback: UNACCEPTABLE. This outfit is perfect for a day at the beach, but not for a day on a campus. Shorts and flip flop shoes are never appropriate attire for teachers.



13. Feedback: UNACCEPTABLE. This outfit is too casual for a teacher leading a class. Skirts and dresses should be knee-length, at a minimum, and footwear should cover all or most of the foot.



14. Feedback: ACCEPTABLE. This outfit is business casual and allows for easy movement. The footwear also allows for quick movement.



15. Feedback: ACCEPTABLE. Although this outfit is more business than casual, it's loose-fitting and allows for easy movement. Wearing flats with this outfit doesn't take away from the professional look and will allow for quick movement without injury. This outfit makes a great first impression.
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Scene 4: Day of Assignment

Topics:

- Report to Main Office
 - Sign In
 - Badge/Driver's License
 - Sign Out to get paid
- AT Folder
 - Follow Campus Procedures
 - FERPA
 - Attendance/Abence Policy
 - Emergency plans
 - Discipline
 - Medical
 - Dismissal
- In the Classroom
 - Lesson Plans
 - Read
 - Follow
 - Do not deviate
 - Materials
 - Cohort Teachers
 - Be ready to improvise
- No Personal Electronics
 - Set to Silent, not vibrate
 - Use during personal time only
 - No photos/videos (Recall FERPA)
- Supervise Students
 - Do not leave students unattended
 - Campus locations
 - Do not let students leave early
- Leave Classroom in Good order
 - Leave as you found it
 - AT Note Sheet
 - Leave contact info
 - Consequences

Guy

I've signed up for my first assignment. But I'll be honest, I'm a little anxious because I don't know what to expect.

Sally

That's understandable. The best way to feel confident is to be prepared for your assignment day.

Remember, you'll call ahead the day before so you'll know where to park and find the main office. That's the first place you'll go when you get to campus and you'll identify yourself with your Employee Badge.

Guy

What should I do if I don't have my Employee ID badge?

Sally

If you don't have a badge, you can use your driver's license to receive a temporary badge for the day.

You'll be asked to sign in with your employee ID number. Make sure to write it legibly on the sign-in sheet because it will be used for payroll purposes.

To ensure you are paid accurately, you'll need to also sign out at the end of your shift. We want to make sure you get paid on time, so make sure you follow the sign-in and sign-out procedures. NOTE: Your paid hours are based on the assignment start and end times, not when you arrive and leave

Guy

Okay, so I just sign in and head to my classroom?

Sally

Not quite yet. There are several procedures you need to be familiar with before you go to your classroom, like taking attendance. While you're at the main office, confirm with the staff what these procedures are.

Guy

Can't you tell me what the procedures are?

Sally

I wish I could, but every campus is different. I recommend you ask the front desk staff if the campus has an Associate Teacher Folder. It's really helpful to have all the information in one place.

Guy

What if they don't have an Associate Teacher Folder?

Sally

You'll need to ask about campus procedures and note them before you start your day. In addition to attendance, there are other procedures you'll want to ask about, too.

[Corkboard - stickies with **Attendance/Absence Policy, Emergency Plans, Discipline Procedures, School Dismissal** and **Medical Procedures**]

Attendance/Absence Policy

As the teacher for the day, one of your responsibilities is taking attendance, which must be submitted to the front office at a specific time. Ask what time they need the attendance record and how you should get it to them.

Discipline Procedures

It not unusual for students to test the boundaries of discipline when an Associate Teacher is on duty. Ask if there are any specific discipline procedures you need to be aware of. We'll talk more about this Classroom Management in the next module.

School Dismissal

Some students will need to get to the bus. Others will be picked up at the car rider line. You may also have walkers and bike riders in your class. You don't want your day to end in chaos, so ask what you need to do and where to direct students when school is dismissed.

Emergency Plans

Being prepared means knowing what to do in an emergency. Ask if there are any drills planned for the day, and what you should do. For example: What exit should you use? Where is your designated meeting space? Are there any special emergency procedures for the classroom you're assigned to?

Medical Procedures

In the unlikely event that you have a student with a medical condition, you'll want to ask ahead of time. You may have a student that needs to have medicine administered at a certain time or a diabetic student that needs to have insulin injections at certain intervals. It's helpful to know this information before you're surprised by a student asking to leave the classroom.

[I'm thinking of creating a job aid to remind ATs what to ask and provide space to jot notes Ask SME if we want to mention SPED/504 students.]

Guy

I didn't know about some of those. I'm glad you mentioned them.

Sally

Don't worry. It'll become second nature to ask as you gain experience. The last thing you'll do at the main office is ask for directions to your classroom and ensure that it's unlocked.

Guy

Will the main office also tell me what material I'm supposed to cover for the day?

Sally

The front office won't have that information, but you should be able to find the teacher's lesson plan once you arrive to the classroom. This is your guide for the day. Read the lesson plan and gather any required materials you'll need prior to students entering the classroom. Your job is to ensure continuous instruction during the teacher's absence, so make sure you have students complete the course work or lessons the teacher left.

Guy

Do all teachers leave lesson plans?

Sally

There should be, but if you don't see one, check in with a neighboring teacher, department chair person, or main office for resources to share with the students. Remember how we mentioned earlier that Associate Teachers aren't babysitters? Your job is to continuously engage the students in the instruction for the day and actively assist students with assigned lessons.

Guy

What do I do if student finish a lesson early? How will I keep them engaged?

Sally

Sometimes being an Associate Teacher requires quick thinking. You can find additional resources to keep the students engaged in your Participant Guide. It has a link to a website where you can find lesson plans, educational videos, and other activities. You'll always want to have an alternative option in case you need to improvise instruction. [PG page 19]

Guy

Well, I'm an astronomy enthusiast. Couldn't I just improvise by sharing some of my knowledge about the cosmos?

Sally

It's important to stay on topic with the assigned content area so you can ensure continuous instruction, in the relevant subject, at the student's current grade level. The classroom teacher will want to pick up where you left off. That'll be hard to do if you introduce a different topic to the class.

Guy

Yeah, that makes sense. [phone ringing noise] Oh, hold on, I'm getting a call. [Guy answers the old style flip phone]

I'm at my Associate Teacher onboarding. Can I get a number so I can call you back?

[Guy returns to normal pose]

Sorry about that, Sally. My internet is acting up at home. You know how it is, if you don't answer when they call, it'll take another week to get in touch with them again.

Sally

I know you don't check your personal life at the door when you take an Associate Teacher assignment, but I need to tell you that using your personal cell phone or other device during class time is prohibited.

Guy

I get it, but what if I need it in case of an emergency?

Sally

Of course you can keep it with you, but once you're in the classroom, you'll need to put it on silent mode - not vibrate. When you're leading instruction, you need to be focused on the classroom and keeping the students engaged in their subject.

Guy

But what if I need to make a personal call?

Sally

Do it during your personal time, like your lunch break or the teacher's planning period. Otherwise, your phone and devices should not be visible in the classroom.

Guy

But what if I want to update the teacher on what's going on in class? Can I use my phone to take videos of the kids to send to the teacher? I think the teacher would appreciate seeing how we cover the material in the lesson plan.

Sally

I'm glad you asked that. Images of students, either still or video, may violate an important law you need to know about. It's called by its abbreviation: FERPA. Here's what you need to know.

[Corkboard - on a white sheet of paper]

FERPA stands for the Federal Educational Rights and Privacy Act. It is a federal law that protects the privacy of some student education records.

As an Associate Teacher, you may have access to students' educational information - Directory Information and Non-Directory Information. It is your responsibility to know how to handle this information.

[Corkboard with two stickies - **Directory Information** and **Non-Directory Information**]

Sally

Click on each post-it note to learn about educational information.

Directory Information

Directory Information includes a student's name, address, phone, email, and dates of attendance.

This information is not protected by FERPA. Still, you should avoid making comments about individual students.

Non-Directory Information

Non-directory information is protected by FERPA.

It includes a student's social security number, student identification number, race, ethnicity/nationality, gender, transcripts, assessment results, and grades.

Sally

Images and videos are considered Non-Directory Information because students are easily identifiable.

Your offer to leave videos for the teacher is thoughtful, **but please don't do it**. Photos or videos should not be taken nor posted on social media. Not only would it be a violation of students' privacy and confidentiality, it is also grounds for possible termination.

Guy

That's really serious. I'm glad you told me about that.

Sally

Often, FERPA violations happen unintentionally. It's really important that you know what can be disclosed and what can't be.

Let's do a quick check to see what you've learned.

Guy

Okay! I'm ready.

[Corkboard with three stickies and a sheet of paper. The stickies say:

- Read each statement. Does it violate FERPA?
- Select the boxes next to the FERPA violations.
- Choose all that apply.
- The sheet of paper has three scenarios:
 - A teacher sends a group email to multiple students' parents to let them know about a failing grade. <Correct>
 - A student is staring out the window. The teacher calls the student by her first and middle name to get her attention.<Incorrect>

- A teacher tries to motivate a student by telling him that if he works a little harder, won't fail the unit exam again like he did last week. <Correct>

Correct/Incorrect Feedback shown as arrows pointing the the corresponding scenario:

Only the middle option does NOT violate FERPA.

- <Scenario 1> This VIOLATES FERPA because parents are learning about failing grades for students other than their own.
- <Scenario 2> This is not a FERPA violation. Student names are directory information.
- <Scenario 3> This VIOLATES FERPA because the teacher is sharing the results of the student's prior unit test.

Guy

I have a better understanding of FERPA now - what can be disclosed and what can't be. I can see how violations might happen unintentionally.

Sally

I know we got off topic, but FERPA is just that important. Let's go back to when and how to use personal devices during your assignment.

Personal time is going to vary from assignment-to-assignment. As an Associate Teacher, you are responsible for keeping students in your classroom safe throughout the campus. It's never okay to leave students unattended.

Guy

So the expectation is that I need to monitor students not just in the classroom, but on their way to and from activities like recess or lunch time?

Sally

Right. I'm glad you mentioned recess. It may be tempting to take a break during recess, but Associate Teachers are expected to keep students under their watch at all times. You can't keep them safe if you don't know where they are.

You'll also need to monitor students in other places on campus like the library, the auditorium, and the cafeteria.

Guy

What about a student that isn't feeling well and asks to see the nurse before the bell rings?

Sally

Students shouldn't be allowed to leave the classroom early, unless they are requested by the front office. Check with the campus to see if they have a specific procedure to follow. If a student requests to leave the room for a different reason, call the front office for guidance.

Guy

But aren't there times when it's impractical to supervise *all* the students at the same time? What if I need to address a student's behavior? I wouldn't want to embarrass the student in front of the class. I would take them into the hall, but then I wouldn't be supervising the students in the classroom.

Sally

If you need to address a student's behavior outside of the classroom, you must maintain watch over the students in the classroom as well. We'll talk about Classroom Management in detail when we get to the next module.

For now, I want you to know that whether it's in the classroom or outside on the playground, you're responsible for knowing where your students are and keeping them safe, even if they're disrupting the class. I mentioned this earlier, but I need to emphasize that corporal punishment is *never* allowed.

[Move to Classroom Management section

Guy

~~Yes, I remember. I will never discipline students by physical contact – no spanking, paddling, hitting, or any other type of physical force.~~

Sally

~~Right. Some people hear “physical contact” and think of prohibited discipline such as tapping students with a ruler, but it also means hugging or touching students. Younger students feel connected to their caregivers may try to hug their teachers. Discourage students from hugging; find other ways to connect. Create a unique handshake, use a fist bump, or wave so the student doesn't feel rejected – and you limit physical contact.~~

~~Here are a few other points you should know about physical contact.~~

~~[Corkboard – long, white paper for each statement below]~~

Behavior Escalation

~~If you think a situation is going to escalate or is getting out of control, call the front office for assistance. This is especially true if you feel personally threatened or the safety of another student is compromised.~~

Discipline Support

~~Some campuses have Deans or Assistant Principals that are in charge of regulating discipline at their campus. Since every campus is different, find out who that person is, and call on them if you need assistance with discipline.~~

Allegations of Force

~~If an Associate Teacher is alleged to have physically confronted a student, that Associate Teacher will be automatically inactivated in the Frontline Absence Management system. New assignments can't be accepted until the incident has been evaluated and resolved.~~

Guy

~~Managing behavior in the classroom seems daunting. I'm glad we're going to talk more about it later. For now, are there any other expectations I need to know about?]~~

Sally

Yes, before you leave campus at the end of the day, make sure you leave the classroom in good order, as you found it. If the classroom was clean and the teacher's desk was neatly organized, then make sure you leave it in the same condition. If students moved their desks or changed the room, put all the furniture back the way it was..

Guy

What if the room wasn't neat and organized when I arrived?

Sally

Yes, that could happen. For instance, you might be assigned to an Art class where paint supplies and artwork are scattered. If that is how the teacher likes their space, then leave it in the same condition.

Guy

So am I responsible for trash and wiping down surfaces?

Sally

Every campus has custodial staff that keep the classrooms clean, so focus on leaving items in the classroom as you found them. Leaving the classroom in order is another way to make a great impression. Leaving an untidy or dirty classroom is the most frequent complaint of schools.

If teachers are unhappy about the state of their classrooms when they return, you risk being blocked from viewing assignments for that campus.

Guy

Got it. Is there anything else I can do to make a good impression?

Sally

Earlier you mentioned wanting to let the teacher know how you covered the material in the lesson plan. Keeping the teacher informed is another great way of making a good impression.

Guy

How much do teachers want to know?

Sally

Provide the teacher as much feedback as possible. Summarize what was accomplished by the students, along with any problems you encountered. If the students were unable to complete an assignment, let the teacher know where the students left off.

Guy

I know I can't take photos or video. Do I just leave a note?

Sally

There is an example of an Associate Teacher Note Sheet in your Participant Guide. You can use this as a template. An electronic copy is available in the Resources tab [Sally points to the upper right corner of the slide]. This template is electronic, so you can type on the document, then email or print it out.

It's optional, but it is a tool that we created to give Associate Teachers guidance on what information to share with the classroom teacher. Make sure you also leave your contact information, including your Houston ISD email address, so the teacher can reach out with any questions.

Guy

Thanks. That's really helpful. I'll definitely use that template. I could also follow-up with an email if I had a great day and would want to return to that classroom.

Scene 5: LORA

Topics:

- Keep info updated in OS ESS
- Sign Annually

Sally

There's one last expectation I want to share with you, and it involves keeping your status as an Associate Teacher up-to-date.

Do you remember where to update your contact information in the employee portal?

Guy

Yes, it was in OneSource, right?

Sally

That's right, and the reason it's so important is that every year, in the Spring, HISD will contact you electronically to confirm that you will have a job as an Associate Teacher in the following school year. We call this a Letter of Reasonable Assurance, or LORA for short. [\[Add LORA sample to PG.\]](#)

Full-time teachers work on a contract that must be renewed every year. Associate Teachers' employment is ongoing. The LORA has a section where you will note your commitment for the following school year. If you no longer wish to work as an Associate Teacher, you can note it on your LORA, and it will be considered a resignation.

Guy

I'm glad you clarified that. I was wondering if my employment is for this school year only. I wouldn't want to have to apply for my job every year.

Thanks for all that information.

Scene 6: Associate Teacher Expectations Recap

Topics:

- New Hire Form [Moved to end of module]

Sally

We've covered quite a bit, and it's a lot to remember. Everything we just discussed is summarized in a document you received as part of your new hire paperwork - the Associate Teacher Requirements form. Let's use it to review this section, then you'll have a copy of it to reference in the future.

DRAFT

Scene 7: Assignments and Expectations Key Takeaways

Topics:

- New Hire Form [in the Participant Guide]

[Refer to slide 2.13 of the Intro module for Key Takeaways format]

Take a few seconds to think about the statements below and the words you would use to complete them.

A Word Bank is available to assist you. Click the button on the right to reveal it.

The Houston Independent School District expects Associate Teachers to comply with the following:

1. To actively work a minimum of _____ assignments per month during the academic school year. I also understand that if I do not work this minimum, HISD can release me from employment without further notification (verbal or written).
2. Cancellation of an assignment the _____ of the job prohibits the associate teacher from accepting another assignment that day. You must give the campus notice of any cancellations _____ hours prior to the start of the assignment.
3. Report to an assignment at least _____ minutes early. If you are unable to, please be sure that you contact the campus immediately.
4. Report to the _____ to sign in and out (name and ID number should be legible since this information is used for payroll purposes).
5. Follow _____ _____ provided by the teacher or notify school administration if no assignment has been provided. You cannot change instruction without Principal or Campus leadership approval.
6. Corporal punishment is prohibited. DO NOT INITIATE ANY TYPE OF _____ CONTACT. This will lead to IMMEDIATE grounds for termination.
7. Always leave the classroom in _____ order.
8. Continuously be _____ with instruction and actively _____ students with assigned lessons.
9. Maintain _____ supervision of all students during your assignment. Ask about school policy regarding students in the hallways.

10. Adhere to campus policies regarding _____ usage (phone calls, texting, applications).
11. HISD may exclude associate teachers from accepting assignments due to, pending employee misconduct _____.
 - a) If an Associate Teacher is under investigation and the allegations are substantiated, the Associate Teacher will be terminated.
12. Associate Teachers may NOT utilize any HISD _____ for personal use at any time during the assignment.
13. Inform the Human Resource Department of any address or telephone changes. You can also update this information by using the HISD _____.
14. Inform the Human Resource Department via email (AssociateTeacher@houstonisd.org) of any unavailability periods exceeding _____ working days. It is your responsibility to maintain your availability/unavailability via AESOP.

Guy

Thanks, Sally. I think I'm ready to learn about Classroom Management.

Job Aid

Formatting will be applied once fields are finalized.

Associate Teacher Preparation Information

Campus Name

Address

Point of Contact

Phone Number

Email Address

Resources

- Teacher name and room
- Administrator name and room
- Helpful Students

Attendance/Absence Policy

- What time is attendance taken?
- How should you get it to the front office?
- Additional notes regarding attendance

Emergency Plans

- Any drills planned?
 - If so, when and what type?
- Nearest exit
- Designated meeting space
- Special emergency procedures for the classroom

Discipline Procedures

- Specific discipline procedures

School Dismissal

- Dismissal procedures
- Where to direct students

Medical Procedures

- Any students with a medical condition?
 - If so, what procedures to follow

Other information to ensure success