

# Outline of Responsibilities\*

## 14-Week Placement - Elementary Residency I

Name: \_\_\_\_\_ School: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ Semester: \_\_\_\_\_

Week 1 Date:	<i>Observation. List classes you will be observing. Learn the policies and procedures of the classroom and school. Participate in some learning activities. Schedule a weekly conference with your Mentor Teacher to review progress and co-plan for the following week. Make contact with your University Supervisor.</i>
Week 2 Date:	<i>Co-teach one to two lessons daily and assist with small groups. Take on some responsibilities of daily routine and management of the classroom.</i>
Week 3 Date:	<i>Co-teach one to two lessons daily; take responsibility for plan &amp; prep of one subject/class. Increase responsibility of daily routine and management of the classroom.</i>
Week 4 Date:	<i>Co-teach two lessons daily; take responsibility for plan &amp; prep of one to two subjects/classes. Increase responsibility of daily routine and management of the classroom.</i>
Week 5 Date:	<i>Co-teach two to three lessons daily; take responsibility for plan &amp; prep of two subjects/classes. Increase responsibility of daily routine and management of the classroom.</i>

Week 6 Date:	<i>Co-teach three lessons daily; take responsibility for plan &amp; prep of two to three subjects/classes. Increase responsibility of daily routine and management of the classroom.</i>
Week 7 Date:	<i>Co-teach three lessons daily; take responsibility for plan &amp; prep of three subjects/classes. Increase responsibility of daily routine and management of the classroom.</i>

Week 8 Date:	<i>Co-teach three to four lessons daily; take responsibility for plan &amp; prep of three to four subjects/classes. Increase responsibility of daily routine and management of the classroom.</i>
Week 9 Date:	<i>Co-teach four lessons daily; take responsibility for plan &amp; prep of three to four subjects/classes. Assume full responsibility of daily routine and management of the classroom.</i>
Week 10 Date:	<i>Co-teach four or more lessons daily; take responsibility for plan &amp; prep of four subjects/classes. Assume full responsibility of daily routine and management of the classroom.</i>

Week 11 Date:	<i>Co-teach four or more lessons daily; take responsibility for plan &amp; prep of four or more subjects/classes. Assume full responsibility of daily routine and management of the classroom.</i>
Week 12 Date:	<i>Co-teach all or most lessons daily; take responsibility for plan &amp; prep of all or most subjects/classes. Assume full responsibility of daily routine and management of the classroom.</i>
Week 13 Date:	<i>Co-teach all or most lessons daily; take responsibility for plan &amp; prep of all or most subjects/classes. Assume full responsibility of daily routine and management of the classroom.</i>
Week 14 Date:	<i>Reduce responsibilities, co-teach, and transition lead back to mentor teacher.</i>

**\*THIS IS AN OUTLINE, NOT A COMPLETE LIST OF EXPECTATIONS, AND THE TIMELINE IS FLEXIBLE.** Progress varies greatly based on Teacher Candidate and classroom complexities. Transition responsibilities at a pace comfortable for both Teacher Candidate and Mentor Teacher. SEE THE SAMPLE PROGRESSION FOR A MORE DETAILED LIST OF RESPONSIBILITIES TO CONSIDER WEEKLY.