**OC Teacher Weekly Schedule Template**

Directions: Use the following template to plan how your OC teachers will use their time in a given week.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| [add time block] |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Be sure to include:

1. Activities that are consistent week to week
	* Regular teaching duties
	* Co-scheduled team planning meetings (if applicable, indicate who leads the meeting)
	* Instructional Leadership Team meetings, if applicable
	* One-on-one meetings with principal or direct supervisor for support
	* Meetings with peer teachers (for example, a meeting of all MCLs)
	* Independent prep time
	* Other duties that do not change
2. “Flex Time” Activities
	* You may leave flex time block blank for now, but be sure to provide guidance on what types of activities should fill that flex time
	* Observation/feedback (coaching) cycles—including time to observe team teacher practice, prep for coaching conversation, lead coaching conversation, and a walkthrough for evidence of teacher improvement
	* Small-group instruction
	* Team data analysis
	* Co-teaching or modeling lessons with team teachers
	* Float time for MCLs to be in classrooms for general support