



## 6. Effectively organize all staff

- The most effective teachers are assigned to the highest priority grades and/or content areas
- Expertise is balanced across grade and subject teams
- Experts are available to support collaborative planning (e.g. professional learning communities (PLCs))
- Experts are provided with sufficient time to plan for collaborative planning (e.g. PLCs)
- SWD and ELL staff are included in the school schedule to create predictability in their push-in, co-teaching, and/or skill based groupings support
- Pull-out support is scheduled in ways that minimize disruption to the student day
- Any time provided to students outside of the school day is integrated and aligned with school vision and instructional model
- Non-instructional duties are minimized in teacher schedules
- Teachers are either fully utilized or completing high-priority work

### Others things to consider:

- The schedule balances facility constraints, particularly for the lunch room and gym
- Courses are fully enrolled (particularly elective classes)
- Teacher schedules allow for adequate planning and preparation for their specific course load
- Other: \_\_\_\_\_

### Priorities:

Based on your reflections and staff input:

- What about your schedule is working well? Not working well?
- What is most important for your schedule to accomplish for students and teachers?

### NOT SURE WHERE TO START?

Check out our elementary and secondary school scheduling tools at [Erstrategies.org/library/school\\_scheduling\\_tools](https://Erstrategies.org/library/school_scheduling_tools)

