

## A Day in the Life of a Brooke Associate Teacher

### 7:00 AM

Janeen arrives to school and sets her belongings down at her desk in her mentor teacher's classroom. She takes a few minutes to respond to important emails and make sure her schedule for the day is up to date. She heads to the cafeteria at 7:10am so she's ready to greet students as they enter the building at 7:15am.

### 7:15 AM

Janeen greets the kindergarten and first grade students as they come into the cafeteria, grab their breakfast, and have a seat with their class. She monitors two of the cafeteria tables to make sure that everyone is eating their breakfast, using the bathroom, and starting their day off on a positive note. She uses this time to work on whole-group management skills. At 7:40, Janeen helps her tables clean up so they are ready for morning motivation at 7:45.

### 8:15 AM

Janeen has a seat at her desk and takes the next few minutes to prepare for the math lesson she is teaching in her mentor teacher's classroom today. She looks over the lesson plan, adds in notes, and checks to make sure all the materials are ready. From 8:30-9:30, Janeen teaches a second grade math lesson while her mentor teacher observes and writes down feedback. After the lesson is complete, Janeen takes fifteen minutes to reflect on her lesson and jot down any questions to ask her mentor teacher later.

### 9:45 AM

After she finishes reflecting, Janeen spends the next two hours observing in other K-2 classrooms. She is working on setting clear expectations in her own lessons, so she takes notes about how other teachers are setting expectations in their classrooms.



### 11:00 AM

After she finishes observing, Janeen heads to the weekly Associate Teacher professional development meeting in the conference room. During the meeting, Janeen and the other ATs at her school discuss weekly and monthly goals, read articles, watch teaching videos, and debrief lessons with the Associate Teacher Program Manager.

### 11:40 AM

Janeen is already waiting in the cafeteria when the second and third graders walk in for lunch. She monitors two lunch tables to make sure students are safely eating their lunch and chatting with their friends. Once those students finish their lunch, the fourth and fifth graders come into the cafeteria for their lunch. Janeen loves having this time to build relationships with students across multiple grade levels.

### 12:40 PM

After her lunch duty is finished, Janeen takes some time to eat her own lunch and catch up with the other Associate Teachers. Once she's finished eating, Janeen starts to prep for the second lesson she'll be teaching that day – a writing lesson in another second grade classroom. At 1:10, Janeen heads to that classroom for writing. Before beginning her lesson, she sets up a camera to film her lesson. She wants to be able to share it with her mentor teacher and the AT Program Manager for feedback later. Afterwards, she takes fifteen minutes to reflect on how the lesson went.

# BROOKE CHARTER SCHOOL

## DAY AT-A-GLANCE



### 2:00 PM

Once she's finished reflecting, Janeen heads to a content meeting with her mentor teacher, the rest of the second grade team, and their instructional leader. The team is working on revising their current reading lessons, so they spend the next thirty minutes looking over next week's lessons with their instructional leader and making edits. Janeen takes notes and shares her own input during the meeting.

### 2:30 PM

At 2:30, Janeen and her mentor teacher sit down for their weekly check-in. During that meeting, Janeen's mentor teacher gives her feedback on that morning's lesson. The biggest piece of feedback is to continue to work on setting clear expectations before the lesson begins. Janeen and her mentor take a few minutes to look at the next math lesson and think through what expectations should be stated at the beginning. Janeen then talks with her mentor about some of the questions she jotted down during her own self-reflections. She leaves their meeting feeling excited and prepared to lead another math lesson tomorrow.

### 3:10 PM

From 3:10-3:50, Janeen assists in her mentor teacher's classroom during independent reading, closing circle, and pack-up. She uses this time to strengthen her relationships with the students in the class. At 3:50, she walks the students to their dismissal locations.

### 3:50 PM

Once students are dismissed, Janeen heads to the bus room that she monitors with another teacher. She reads books, plays games, and chats with the students while they wait for their bus to be called. Once their bus arrives, she walks out with them and makes sure they all get on the bus safely.

### 4:20 PM

The end of the day looks different at each campus. Janeen might help run the after school program, tutor students in a lifework support group, or prep for her lessons the following day.

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Please contact Sadie Shea, Associate Teacher Program Manager, at [sshea@ebrooke.org](mailto:sshea@ebrooke.org). You can also find out more information at [www.ebrooke.org/associate-teacher/](http://www.ebrooke.org/associate-teacher/).

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