

PARTNER TEACHERS **ROLES AND EXPECTATIONS**

1. The Partner Teacher should expect to participate in TASK-related activities approximately 10-12 hours per week (5-6 hours per week when partnered with an undergraduate fellow) during the fall and/or spring school semesters. This time includes time for planning sessions with the Fellow outside of class times. The hours per week are mandated by NSF and must be fulfilled as closely as possible.

Approximately half of the Partner Teachers' time will be spent in the classroom working with the Fellow during science, mathematics and/or technology instruction. Remaining hours may be fulfilled in additional classroom activities with the Fellow, planning sessions with the Fellow outside of class times, by attending meetings with teachers, in other school activities deemed appropriate by TASK staff, and in TASK training workshops or meetings.

2. The Partner Teacher and Fellow will work as a "TASK Team" in the same school throughout the school year unless extenuating circumstances require that the partnership be terminated.
3. The Partner Teacher and Fellow will meet weekly to plan classroom activities. It is suggested that the Teacher set aside time during a planning period or arrange another time that is convenient to meet with the Fellow to plan a week or two in advance. During these planning sessions, the team should share lesson plans, long-range plans, and class management techniques so that the Fellow can enhance classroom instruction with appropriate experimental/inquiry activities.
4. The Partner Teacher will give input to help the Fellow produce developmentally appropriate lesson plans, using sound scientific methods, the Learning Cycle, and following standards of the State of Alaska and the local school district, to ensure that the science subject matter is appropriate to the grade level. These lessons will be presented on a schedule agreed upon by the team, to fit in with required school units, related materials and subject areas.
5. The Partner Teacher must be present whenever the Fellow is in the classroom. Partner Teachers and Fellows are required to contact the TASK Program Administrator and the other team member in advance of his/her absence in the classroom if at all possible. If the absence is more than one week, upon return, the Partner Teacher, Fellow and TASK Staff will meet to realign the Fellow's work with the current lesson plans.
6. The Partner Teacher will guide the Fellow's interaction with students in the classroom, and provide them constructive and timely feedback in the form of monthly journal reports. Reports will initially be supplied by the Fellow, and completed reports must be returned to the Fellow by the 10th of each month. Instructions for these journals will be discussed at training workshops.
7. The Partner Teacher can expect the Fellow to assist with science-related activities such as science fairs, field trips and coordinating guest speakers.
8. If the Partner Teacher and the TASK staff member(s) deem it appropriate, the Fellow may assist other non-Project Teachers with science, mathematics and/or technology instruction.

9. The Partner Teacher should expect and permit the Fellows' UAF Faculty Mentor or other TASK staff to observe the Fellow in a classroom setting once per month.
10. The Partner Teacher is required to attend initial training workshops and monthly meetings with the Fellows and TASK Staff. These meetings will require approximately 3 hours per month, and will be scheduled in advance to occur after school, in the evenings, and/or on some weekend days.
11. The Partner Teacher will give the TASK program permission to use any data gathered during the program (images, work, words, etc.) related to TASK activities in the classroom and training sessions.
12. The Partner Teacher will provide at least one reliable method of contact (e-mail, home phone number, school phone number, or cell phone number) to the TASK program manager and the Fellow. This should be checked regularly for new messages.
13. The Partner Teacher will distribute and/or implement TASK Parent Consent Forms and assessment instruments to students, and provide completed forms to the TASK Program Administrator in a timely manner.
14. The Partner Teacher will complete and deliver assessment instruments as part of project evaluation.
15. The Partner Teacher will serve as a resource person for the TASK program within their school.
16. The Partner Teacher may be asked to work with other Partner Teachers and Fellows to present workshops for in-service school teachers or at professional meetings, e.g. Alaska Science Teachers Association (ASTA) or the Alaska Mathematics Teachers Association (AMTA), etc.
17. Selected Partner Teachers may be invited to assist in a workshop designed to introduce and train the next cohort of Partner Teachers to participate in the program.