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| Hour | Time | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **1** | 7:02-8:14 | **-met with Rose for Keys**  **-fill out New Building Form & turn in**  **-clean office and desk space** | **-meet with Tina and Christine**  **-discuss job duties and schedule** | **Personal Day** | **-made copies of staff list for both buildings**  **-copied EL-focus strategies** | **½ day Hours; 4, 5 & 6**  **-e-mail teachers confirmation for appointments**  **-continue creating files** |
| Passing  Time | 8:14-8:19 |  |  |  |  |  |
| **2** | 8:19-9:19 | **-met with LAT about staff and building**  **-set up materials in desk** | **-meet with Tina and Christine**  **-discuss job duties and schedule** |  | **-composed and sent an e-mail to ALL cycle 3 & 4 teachers**  **-scheduled some appointments** | **-learn how to print student roster with WIDA scores** |
| Passing  Time | 9:19-9:24 |  |  |  |  |  |
| **3** | 9:24-10:24 | **-met with Assistant Principal; Jamie**  **-discuss job obligations**  **-gather and look through materials** | **-meet with Craig Miller to get keys**  **-look through Michelle’s supplies** |  | **-worked on POWERSCHOOL administration**  **-checked in with LAS about POWERSCHOOL EL reports** | **-learn how to print student roster with WIDA scores**  **-create file for meeting with certain teachers** |
| Passing  **Time** | 10:24-10:29 |  |  |  |  |  |
| **4** | 10:29-12:04 | **-met with Assistant Principal; Jamie**  **-discuss job obligations**  **-gather and look through materials** | **-meet with LAT to discuss staff and schedule** |  | **-scheduled appointments with teachers at Mott and Sterling for the month of March** | **PLC** |
|  | LUNCH |  |  |  |  |  |
| Passing  Time | 12:04-12:09 |  |  |  |  |  |
| **5** | 12:09-1:09 | **-set up POWERSCHOOL**  **-fix desk top internet**  **-set up phone** | **-office set up; get supplies** |  | **-worked on creating teacher files**  **-highlighted teacher preps** | **-reviewed previous LAS strategies sheet and made accommodations for myself** |
| Passing  Time | 1:09-1:14 |  |  |  |  |  |
| **6** | 1:14-2:14 | **-continue office set up**  **-look over materials from Jamie** | **-welcome e-mail and post calendar**  **-finish setting up office** |  | **-worked on creating teacher files**  **-highlighted teacher preps** | **-meet with Kim Harris (English 11)**  **-went over my role, 4 focus strategies, WIDA Can Do’s, Daily Strategies, etc.**  **-filed all documents** |

**RENA KASSA** Title III Language Acquisition Specialist; Warren Mott High School/Sterling Heights High School Week of: 03/08/19