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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** |
| PassingTime | 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** |
| PassingTime | 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 |  |  |  |  |  |
| PassingTime | 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** |
| PassingTime | 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