

Classroom Team Discussion Guide *Teachers and Educational Assistants*

Date: _____

Team Members:

- 1.) Review the roles of teacher and Educational Assistant (EA).

- 2.) Clarify teacher styles/ methods/ approaches. (How the EA can help in large group, small group, or individual situations. Why certain things are being done, strategies, procedures, whole language, invented spelling, student risk-taking, etc.)

- 3.) Discuss how the EA is to maneuver throughout the classroom. Review expectations about movement around the room. Discuss expectations about modeling of learning and participation in activities.

- 4.) Discuss the behaviour expectations of students (including classroom tone, noise level, student movement, etc.) Describe the discipline action taken within the classroom. Explain expectations re: EA response to behaviours.

- 5.) Explain classroom schedules and routines and the role the EA is expected to take.

- 6.) Review expectations about record keeping and review the format for documentation.

- 7.) Review expectations regarding daily communication of programming.

8.) Health concern of students/ clarification of impact on learning and behaviour. Review health care plan and expectations in responding to health issues.

9.) Safety/ emergency procedures (responsibilities, who children can go with; exit routes; meeting spots)

10.) Location of supplies and how to access, distribute and collect.

11.) Adaptations/ modifications required for students with special needs in the classroom.

12.) Review of general or student specific competencies.

13.) Lines of communication to follow.

14.) Special interest/ abilities of EA (reading, art, music, etc.) and how skills may be applied in the classroom.

15.) Prior training of EA.