

PREPARING FOR INSTRUCTION

It is expected for teachers to prepare and systematically plan for instruction through the use of course syllabi and daily lesson plans. This plan must:

1. Meet the individual needs, interests, and abilities of the students
2. Employ a variety of instructional resources, materials and methods, that will provide for creative teaching
3. Utilize a variety of media, field trips, and a variety of vocational teaching methods
4. Use homework effectively for drill, review, enrichment, or project work

Course Syllabi

It is the responsibility of all teachers to submit to the administration comprehensive course syllabi by the beginning of the academic school year. The following criteria must be taken into consideration while preparing a syllabus:

1. A comprehensive annual schedule for instruction must be prepared for each course based on the eight semi-quarter instruction periods.
2. Textbook chapters/units must constitute the basic structure of a course syllabus.
3. Additional resources must be incorporated to fully address the California State Standards.

Lesson Plans

It is the responsibility of all teachers to prepare and submit to the administration, at the beginning of each week, daily lesson plans for each course they teach. Lesson plans must be prepared according to the content of the course syllabus.

Daily lesson plans must be posted on the announcements' white board at the beginning of each week. Below is a list of steps involved in developing a lesson plan, and a description of what each component should entail. Each daily lesson plan is for one 45-minute instructional period.

Course, Grade: *The course name and the grade level.*

Week of: *Date of the first day of the week,*

Teacher: *Last name first, first name last,*

Objective (and Homework): A short statement of "what the students will be able to do" by the end of the lesson. This should be a refinement of the broader representative objective as stated in the

course Standards proposed by the California Department of Education (CDE). The last line of the box must be used for homework assignments.

Instructional Strategies: Explain your instructional strategies (conceptual vehicles, techniques, methods) that will help you transfer knowledge and information to the students. Also, mention the instructional procedures that will be followed during this instructional period. Among these procedures are: Prior lesson review, Homework review, Interactive Board, New lecture, Question/Answer, Demonstration, Power Point, Class discussion, Class reading, Class writing, Workbook, Group study, Hands-on activities, Project-based learning, Video/Audio, etc.