

Using the ESOL Teacher Schedule Template

How does the creation of ESOL teacher schedules differ across the grade bands (PK-5, 6-8, 9-12)?

For grades PK-5, ESOL teachers should refer to guidance in the document “Elementary ESOL Teacher Schedule: How-To Guide.” In the secondary grades (6-8 and 9-12), ESOL teachers with scheduled ESOL courses work directly with the master scheduler at their school. All ESOL teachers are required to capture their schedule in the ESOL Teacher Schedule Template and upload to TSS/Blackboard.

What if my schedule is not the same every day?

Complete a template for each unique day of the week. If you have a set schedule for every day, Monday – Friday, use one template and indicate “M-F” in the box for “Day/Days.” If you have a different schedule every day of the week, then you will need to create 5 separate templates, indicating the days of the week in the boxes marked “Day/Days.”

Who should I ask for help when creating my schedule or completing this template?

If you have an ESOL Rep, complete the template collaboratively. If you do not have an ESOL Rep, you should contact your ESOL Educational Associate (EA).

How do I get my schedule approved?

ESOL teacher schedules need to be approved by a school administrator and the ESOL Office. Email your completed schedules to your ESOL Educational Associate for ESOL Office approval prior to uploading to TSS/Blackboard.

Who should have copies of my schedule?

After your schedule is approved, upload copies to the TSS/Blackboard and provide a copy to your administrators. Remember to share your schedule with school staff who work with your English learners, including related service providers, guidance counselors, resource teachers, etc.

How often should I update my schedule?

ESOL teacher schedules should be re-evaluated at least quarterly and whenever you receive new students.