

Job & Task Analysis Activity Category Legend

PD:	Professional Development - Observing other teachers, PLC, Safe School Videos, Required PD or Meetings
DU:	Duty - Morning Duty, Afternoon Duty, Hall Duty, Lunch Duty
DA:	Data Collection/Analysis - Progress Monitoring
EI:	IEP/504 Meetings - Meeting only not including paperwork
GA:	Grading Assessments - Quizzes, Tests, Projects
DI:	Discipline Paperwork - ABE, ISS Work, Makeup Work due to OSS
CO:	Work Related Communication - Emails, Classroom Newsletter, Webpage Update
DC:	Direct Communication with Parents - Conference, Email, Phone, Dojo, Remind
IP:	Instructional Planning - Planning meetings, uploading lesson plans, planning accommodations or modifications
PR:	Preparing for Instruction - Making copies, gathering materials
CA:	Creating Assessments
IN:	Instruction - Teaching whole group, small group, intervention groups, administering classroom assessments
PI:	Planned Interruptions - Announcements, Programs
UI:	Unplanned Interruptions - Technology Issues, Tardies, Discipline Problems, etc.
CL:	Clerical Items - Forms, Receipts, Attendance
EN:	Classroom Environment - Cleaning, Decorating, Organizing, Hanging student work
PE:	Paid Extra Curricular Activities - Coaching, Tutoring
EX:	Other Extra Curricular Activities - Sporting Events, PTO Events, School/District Committee, Clubs)
AS:	Administering or Grading a District Assessment - Benchmark, F and P, Diagnostics, Screeners, MI, RI
SA:	Administering a State or National Assessment - AP Exams, CogAt/ITBS, SCREADY