

## CO-TEACHING TIPS:

<b>Communication</b>
<ul style="list-style-type: none"><li>- Have a weekly meeting to plan together</li><li>- Check emails daily before you go home</li><li>- Email lesson plans in advance for input and feedback (ESL/LS)</li><li>- Keep meeting minutes</li><li>- Don't assume that everyone is on the same page; be proactive about communicating with your teammates!</li><li>- Email your colleagues in advance if you will be absent. Email your lesson if it's your day to lead.</li><li>- ASK if you need help!</li></ul>
<b>Classroom Instruction</b>
<ul style="list-style-type: none"><li>- Have a central location to keep records (conference notes, DRAs, etc). Make copies if you need them for documentation.</li><li>- Be open to participate in each other's lessons.</li><li>- Use common, consistent language among teachers, tutors, and interns.</li><li>- Sit with your students on the rug if you are not leading the lesson.</li><li>- Focus on your students during partner talk and conferences (ex. clipboard with ESL/LS groupings)</li></ul>