

SAMPLE FACULTY MASTER SCHEDULE INPUT & PLANNING SURVEY

(NOTE: While this is a paper survey, this might also be adapted as an online faculty survey.)

NOTE: Typically, this survey is administered near the end of Stage 2: Program of Study Selection, Course Selection, and Tallies after the student course tallies have been completed and departments and pathways have an accurate sense of the courses that will be offered and the number of sections of each course needed. Some schools or districts may choose to administer this or a similar survey near the end of Stage 1: Planning, Design, and Preliminary Tasks. In addition to this survey, there will be master schedule dialogue with the faculty as a whole as well as other opportunities for teachers to provide input to the master schedule through their departments and pathway teams, through faculty representatives on the Master Schedule Team, or through direct communication with school administration or the Master Schedule Team.

Name _____

We are now in the process of planning the master schedule for the next school year. Your input will be invaluable throughout the master schedule planning and building process. This survey is one of several ways in which you will be able to provide information and input regarding your pathway preferences, course preferences, schedules, and room assignments. Please respond to **ALL** sections of the survey and return this survey to the main office by _____. Thank You!!

There is much work to do and very little time to get it done. Your help and cooperation in filling out this survey by the deadline is sincerely appreciated.

Curricular offerings:

Ninth graders will take the following full-year courses - English, Math, Conceptual Physics, the pathway CTE elective, and Physical Education. All but physical education will be taken within their interdisciplinary pathway/academy program of study. 9th graders will be able to choose one elective course.

Tenth graders will take the following full-year courses - English, Math, Biology, Modern World History, the pathway CTE elective, and Physical Education. All but physical education will be taken within their interdisciplinary academy/pathway program of study. Physical education will be offered during 0 period and 7th period in addition to during the school day and 10th graders wishing to take a foreign language or continue in a foreign language will likely need to enroll in seven periods. According to school board policy, students can substitute participation on a school athletic team that practices after school daily for a semester of physical education credit.

Eleventh and twelfth graders - Upper division students will take English, Mathematics, History/Social Science, Science, and a CTE pathway course within their academy/pathway program of study. Some students will also be enrolled in Advanced Placement courses; however, many of these are also embedded within the pathways/academies. There will also be options for credit bearing, college preparatory online courses and dual enrollment courses.

In an effort to enhance course offerings in our *College and Career Academies and/or Linked Learning Pathways* and to allow for greater flexibility for students, we are offering academy/pathway courses during 0 and 7th period. We will also offer some popular courses such as Band and physical education during 0 and/or 7th period. There are questions later on for those interested in these teaching options.

1. TEACHING CREDENTIALS, CERTIFICATIONS, AND SPECIAL EXPERTISE

Please list the exact title of each credential you have. (Please list all of your teaching credentials.)

Please indicate any of the English Language Learner Authorizations that you have: (BCLAD, CLAS, etc.)

Please list any other special teacher or industry-related “trainer” certifications you have: (Linked Learning certified, Cisco-Systems certified trainer, etc.)

Please indicate any special expertise you possess or additional course work you have completed related to programs of study or courses offered at our school: (*I worked ten years as an Engineer, I studied film-making in a year-long program at Expressions College, etc.*)

2. PATHWAY/ACADEMY PROGRAM OF STUDY PREFERENCES:

If you are already committed to or are considering being part of a Pathway Team or a Special Program for the coming school year, please list in order of priority the Academy/Pathway program of study in which you would like to teach. (With #1 being your highest priority.)

NOTE: Student enrollment in each of our pathway programs of study will reflect the diversity of the school as a whole. To the extent possible, English Language Learners and Special Education teachers will also be included as part of each pathway/academy.

Pathways include:

- Arts and Communications Academy
- Business Academy (CASA)
- Engineering Prep Tech Academy
- Health and Human Services Academy

Special program: AVID

- 1.
- 2.
- 3.
- 4.
- 5.

_____ Place me in the Academy/pathway where I am most needed.

Rationale for your program of study preferences:

What grade levels would you most like to teach?

_____ Place me at grade levels where I am most needed.

Rationale for your grade level/s preferences:

3. COURSE PREFERENCES / TEACHING LINE PREFERENCES

Please list in **order of priority** the courses presently taught or approved in the Secondary Program Catalog that you wish to teach next year.

1st Priority: Course: _____ Grade Level _____

2nd Priority: Course: _____ Grade Level _____

3rd Priority: Course: _____ Grade Level _____

4th Priority: Course: _____ Grade Level _____

Would you be interested in co-teaching (Co-teaching teams would involve an academic core teacher OR career-technical teacher AND a Special Education teacher OR English Language Learner teacher)?

Yes

I am especially interested in co-teaching with

_____.

No, not at this time.

Rationale for your course preferences:

If you are proposing a new course or courses and have developed a proposed course description and begun the new course approval process, please indicate the title of the course, subject area, and grade level/s targeted. Please also indicate if this is a Special Education course, English Language Learner course, or a pathway/academy-specific elective course.

4. MY PERFECT CLASS SCHEDULE

Consult with your Academy/Pathway lead teacher/s and your Department chair. Then please propose your **PERFECT** class schedule. Please understand that it is impossible to create a master schedule containing all “perfect” schedules. We do like to know your preferences, however, and use them to inform the master schedule building process. If prep during a particular period is important for you, please indicate the reasons why. (Ideally your rationale is related to student needs and student learning.) Please understand that, with the exception of establishing common planning periods for

interdisciplinary pathway/academy teams, prep period placement is generally not a top priority in the master schedule building process.

This coming year there will be staggered start and end times to the school day and, therefore, three options for your duty day - 0 period through 5th period, 1st period through 6th period, and 2nd period through 7th period. The shifting to schedules that include 0 and 7th will be dependent on student sign ups. In your perfect class schedule list below, please include a course you would like to teach during either 0 period or 7th period (if you wish to teach during one of these times).

0 period: course _____ grade level _____

1st period: course _____ grade level _____

2nd period: course _____ grade level _____

3rd period: course _____ grade level _____

4th period: course _____ grade level _____

5th period: course _____ grade level _____

6th period: course _____ grade level _____

7th period: course _____ grade level _____

Rationale:

While it would be wonderful if all **PERFECT** schedules could be honored, it just isn't possible in most cases. What are your suggestions for the criteria that should be used in making teacher assignment decisions?

5. ROOM ASSIGNMENTS We do not anticipate major changes in room assignments (except for modernization). Our pathways/academies are already housed in different areas of the campus. Are there any particular requirements, beyond those that any room in school provides, that are necessary for you to teach? If so, please provide your rationale. *(I need a classroom with a sink and running water because ... , I need a classroom with long tables rather than individual desks because almost all the learning is in small groups and involves hands-on projects, etc.)*

Room Assignment Preference:

Rationale:

6. OPTIONAL – MY PLANS FOR NEXT SCHOOL YEAR

For a number of reasons, including the difficulty we have finding qualified teachers, especially in July and August, it is important to know your plans for the future as early as possible. Are you planning on returning to teach here next year? Are you planning to retire at the end of this school year? Are you planning to transfer? (You are absolutely **NOT** required to provide this information at this time, so please do not feel that you have to write anything in this space. Early notice always helps and is sincerely appreciated, but answering this question is optional.)

7. PERFECT MASTER SCHEDULE TO BEST SUPPORT STUDENT LEARNING AND STUDENT SUCCESS

And, finally, what do you most want to see in a master schedule that supports student learning and student success? What elements should the master schedule include if we are to assure that every student is well known and supported to be successful AND that every student graduates college and career ready?

Any Additional Comments, Concerns, Master Schedule Brainstorms, Suggestions:

Thank you for taking the time to complete this survey.

We know it is early and that your thinking and circumstances may change. If at any time you wish to update any of your preferences, **Faculty Master Schedule Survey Amendment Forms** are available in the Main Office and also online in the Staff Resources section of the school website. Please return an amendment form to the Master Schedule Team box in the Main Office and we will attach it to this document. Thank you, again, for your help in the master schedule process.