

Responsibilities Survey

**General
Educator**

**Special
Educator**

Behavior Management

Create behavior management plan

Implement behavior management plan

Collect data for behavior management plan

Planning

Create written lesson plan

Complete meeting agenda

Take notes at planning meeting

Lesson Plan Delivery

Write lesson plan

Implement lesson

Collect data from lesson

Make accommodations/modifications

Grade class assignments

Classroom Procedures

Collect homework

Grade homework

Pass out student materials

Take attendance

Communicate with parents
