

## Time Tracking Terms Defined

**Classroom/Building:** Time spent in classrooms and/or in other parts of the building observing teachers/staff performance while “the game is in play,” in order to facilitate coaching. Examples: classroom walk-thrus, evaluations, watching cafeteria staff, watching supervision on playground, watching custodial staff work.

**Training/Development:** Time with individuals or groups scheduled when class is not in session, (game not in play), to offer coaching, feedback, and/or training & development.

**District Office:** Work you do because you are required to do so by the district office. This is done either at your site or at the district office. Examples: district-wide trainings, paperwork required of you by district office personnel

**Office Work:** Paperwork, phone calls and non-standard meeting you do to keep your school/dept. running. Examples: paperwork done at night or over the weekend, making phone calls, answering e-mail, drop-in meetings with parents

**On-Site Meeting:** Regularly scheduled meetings you attend to keep your school/dept. functioning properly; usually involve 5+ people. Examples: staff mtgs, pta, iep, department

**Crisis Management:** Random crisis situations which demand your immediate involvement. Examples: fights, angry parent in your office

**Off-Site Meetings:** Meetings or programs you attend because you choose to. Examples: professional development programs, state conferences, association meetings with colleagues

**Supervision:** Activities you oversee to “keep the peace.” Examples: Concert or sporting events, morning arrival, afternoon dismissal, hall duty