



This is a brief overview of typical schedules, responsibilities, and expectations for teaching in the U.S. School environments in the U.S. may differ from those in your home country, and we hope this snapshot offers helpful insight into daily life here. Please note, this is not a comprehensive guide, and not all details may apply to your specific role.

Daily Schedule

- 40+ hours per week minimum
- Lessons from around 7:20AM-3:30 PM, with occasional meetings starting earlier or later.
- Possibly 1 planning session per day. May also be used for meetings.
- Supervise student recess/lunch
- Tutoring, instruction, and supervising after-school program activities
- Supervise student arrival/dismissal process

Classroom Preparation

- Print materials each day for class and homework
- Create bulletin boards, prepare slides, set up any equipment (projector, SMART board etc)
- Be prepared for grade-specific activities, such as nap time, circle time, specialized electives, etc.



Reporting & Monitoring

- Log student attendance and call parents of absent students
- Log mealtimes: breakfast, lunch, snacks
- Grade and log assessments and homework
- Respond timely to parent, principal, and other inquiries

Parental Communication

- Log communication with parents
- Call parents when students are not well, or you notice concerning student behavior
 - Send a follow-up message as needed



Observation & Feedback

- Comply with school check-ins, including having a supervisor observe your classroom (this is normal!)
- Meet performance standards for teachers as determined by the school
- Minimize student disruptions and ensure they remain on task

