

Diman Regional Vocational Technical High School

VOCATIONAL TEACHER EXPECTATIONS

In order to afford all students the opportunity to a complete vocational experience, we are asking that vocational teachers complete the tasks listed below. This will help Diman meet the required educational hours expected by the Department of Education while also maintaining the structure of a regular school week. These requirements will remain in place throughout Diman's building closure.

<input type="checkbox"/>	Check Diman email Monday- Friday and at least three times a day.
<input type="checkbox"/>	Respond to all Diman email within 24 hours.
<input type="checkbox"/>	Create and utilize Google Classroom or email.
<input type="checkbox"/>	Complete the Google Form emailed from administration on 3/16/20. This will help maintain a master list of all Google Classes.
<input type="checkbox"/>	Contact parents of students who do not sign up for the necessary Google Classroom sections. Please copy me in these emails.
<input type="checkbox"/>	Create assignments with special education modifications and accommodations in mind.
<input type="checkbox"/>	Contact liaisons with specific special education questions on an as needed basis.
<input type="checkbox"/>	Scheduled IEP team meetings will occur in a virtual environment. Remain in contact with Mrs. Pacheco regarding these meetings.
<input type="checkbox"/>	Maintain open and frequent communication with parents.
<input type="checkbox"/>	Enter routine grades in ASPEN in a timely manner.
<input type="checkbox"/>	Enter and post grades as published in the Diman calendar (senior mid-term grades due 3/26/20).
<input type="checkbox"/>	Freshman teachers contact Mindy Gauthier with accommodation and modification questions.
<input type="checkbox"/>	All other shop teachers, contact your Paraprofessional with accommodation and modification questions.