

## Checklist for Host Schools & Facilitating Teachers

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**Thank you for supporting the DP community by facilitating and hosting Job-a-Likes.**

For many Job-a-Likes, the tasks of facilitating and hosting will fall to the same school. This may be a shared responsibility with the teacher and DP Coordinator.

Following is a checklist of suggested tasks to help the process. Specifics for hosting needs and the appropriate timeline may vary from school to school.

Supporting documents include:

Responsibilities 2015

Essential Agreements for Participants 2015

Setting a Job-a-Like Agenda 2015

DP Shanghai and Jiangsu Network

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### **Facilitating Teachers**

#### **Overview of Responsibilities**

- The Network Chair and/or Job-a-Like coordinator will share all necessary resources with the coordinators of each school. S/He will also communicate directly with the facilitating teacher with list of participants and information, and communicate directly with participating teachers regarding Essential Agreements for the session.
- DP Coordinator (DPC) will brief the facilitating teacher about the protocols & expectations as outlined in the resources. The DP Coordinator will work with the facilitating teacher to establish the agenda and answer questions as needed.
- Each meeting will last from 10:00 to 15:00.
- The facilitating teacher will create an agenda for this meeting, in liaison with their DP coordinator as needed and will chair the session.
- The facilitating teacher will contact each participant with an agenda, suggested logistics, and materials to bring to the session.
- The facilitating teacher will ensure that minutes are taken, but this role can be divided among participants. The facilitating teacher will send minutes to all members of the meeting and the network chair.

## **Preparation for Facilitating Teachers:**

### **2-3 weeks before**

- ❑ Become familiar with the "*Setting a Job-a-Like Agenda 2015*" document. This will help establish the agenda for the meeting and guide discussion.

### **1-2 weeks before**

- ❑ Secure a list of participants from the network chair or JaL coordinator.
- ❑ You may choose to email participants with a copy of the "*Setting a Job-a-Like Agenda 2015*". This may help develop the agenda as well as guide discussion.
- ❑ Include in the email a welcome as well as the school address, contact information, and information for arrival.
- ❑ You may also want to:
  - ask participants to prioritize their interests based on the Protocol
  - ask participants to submit questions they have related to the topics
  - request specific documents be emailed to you, such as sample unit plans, sample interdisciplinary units, scanned papers for standardizing, etc. If standardizing papers will be part of the agenda, request that participants email a student sample (student names hidden).
  - request that participants bring hard copies of these documents as well. In the event the emails have not been received, these can be copied quickly for use at the meeting.

### **1 week before**

- ❑ Using responses from participants regarding preferred topics and questions of interest, develop an appropriate agenda. "*Setting a Job-a-Like Agenda 2015*" has a variety of possible topics. You may also explore topics specifically related to your subject group or topics suggested by participants. Your DPC can also provide sample agendas, these are available on the forum or from the network chair.
- ❑ In the agenda, :
  - include time for breaks and lunch
  - consider including a practical component such as designing a formative IA or scaffolding for a written task.
  - consider time for similar subject areas or language groups to discuss topics of interest to them.
  - if a school tour will be included, it should be directly related to the subject and scheduled during the last session of the day. A visit to subject-specific labs or studios is appropriate, but a 30 minute tour of the whole school is not suitable.
  - the final activity should be 5-10 minutes to complete the feedback survey. The link for the survey will be emailed to you prior to the session.
- ❑ Email all participants with final agenda for the day. The job-a-like begins at 10.00 and ends at 3.00. Teachers may arrive a bit early depending on transportation available.
- ❑ In the email, include specific instructions for what to bring. Include any relevant guides or resources that will be useful. It will be helpful to specify which should be brought as hard copy. Limit materials to the essentials for the session.

## **Preparation for Facilitating Teachers (cont'd):**

### **1 week before (cont'd)**

- Teachers are expected to respond to the facilitating teacher with any requested soft copies of documents. You may contact the Network Chair or JaL coordinator if you have concerns.
- In the email to participants, include instructions for arriving at the school (school address, subway stop, etc.).
- Include contact numbers (your mobile, school secretary, etc.).

### **At the Job-a-like**

- Be prepared to receive participants as they arrive. Consider having snacks available.
- Be flexible to the needs and interests of the participants. The agenda does not have to be firm.
- Exchange contact information or establish a document of contact details to distribute and encourage collaboration after the job-a-like.
- Consider possible seating arrangements: by school for sharing and developing specific resources, by topic for building up a unit plan, by interest for focusing on specific questions within a central theme. Changing the seating plan to suit each item on the agenda also gives participants a chance to meet and work with a wider variety of people, encouraging collaboration and a sense of community.

### **Within 1 week after**

- Email participants and the network chair with a copy of the minutes or summary of main issues and points raised. You will receive a template; it is also available through your DPC.
- Thank participants, DPCs, and host school for their help and participation.
- Send another email to the participants with a learning story or spark of creativity resulting from information shared at the Job-a-Like. Be the first to follow-up with an experience or insight resulting from the meeting and begin the collaboration aspect of the Job-a-Like. Keep the conversation going.

## **Preparation for Host Schools**

### **Host Schools are responsible for:**

- Snacks, lunch, and refreshments for participants.
- Providing a separate room for uninterrupted work and conversation.
- Media resources and technology as needed.
- Stationary resources as needed.

### **Checklist for Hosting School**

These can be a shared responsibility between the facilitating teacher and the DPC of the host school.

#### **1-2 weeks prior – dependent on the requirements of your school**

- Organize meeting space(s) – classroom, library, meeting room (size depends on number of participants); consider number of subject groups or language groups attending.
- Organize stationary resources as needed – pens, paper, name tags, etc.
- Organize technology required – projector, computer access, etc.
- Organize snacks, beverages and lunch.
- Complete appropriate forms for your school – event forms, security forms, menus, etc.
- Notify security for your school as appropriate – list of names attending, times of event, etc.

#### **2-3 days prior – dependent on the requirements of your school**

- Confirm that all required logistics are in place - room, security, snacks, media, etc.
- Review requirements based on the confirmed agenda.
- Review supplies and media required and be familiar with the operation of each.

#### **The day of the Job-a-Like –**

- Be available to troubleshoot transportation concerns.
- Be available to greet participants as they arrive and direct them to the location as needed. The session begins at 10.00, but participants may arrive early. Consider having beverages and snacks available for early arrivals.

### **When Facilitating Teacher does not work at Host School**

If the Host school is **NOT** the same as the Facilitating Teacher:

- The Host School is still responsible for all the above requirements (media, stationary, workspace, and snacks/lunch).
- The DPC of the Host School and the Facilitating Teacher should communicate as needed to achieve the above tasks. The Network Chair or JaL coordinator will connect these people.
- The Facilitating Teacher is responsible for requesting specific resources, both stationary and technology, in a timely manner. The Host School is responsible for meeting reasonable requests. In the event that a request cannot be met, the Host School must communicate this clearly with the Facilitating Teacher in a timely manner.