

# CO-TEACHING CHECKLIST

This checklist identifies proactive steps and actions for ENL and content area co-teaching teams as they work to create a positive co-teaching experience for the upcoming school year.

## Spring of Current School Year

Actions	Start date	End date	Who else is involved?	Done!
Provide a list of current ELLs to administrator for new class groupings				<input type="checkbox"/>
Provide a list of co-taught classes with the names of ELLs who will need those classes that year				<input type="checkbox"/>
Make/submit requests for co-teacher assignments				<input type="checkbox"/>
Begin establishing relationships with co-teachers (if known)				<input type="checkbox"/>
Request/attend professional learning focused on the co-teaching mode				<input type="checkbox"/>
Requests summer curriculum hours for paid co-planning over the summer				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

## Summer Before Start of New School Year

Solidify Relationship				<input type="checkbox"/>
Divide up the responsibility of lesson planning				<input type="checkbox"/>
Attend professional learning together on co-teaching (models, etc.)				<input type="checkbox"/>
Attend professional learning together that focuses on school curriculum and content				<input type="checkbox"/>
Figure out set-up/design of co-taught rooms (i.e., does the ENL teacher have a provided space, desk, or “nook”?)				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

## September of New School Year

Actions	Start date	End date	Who else is involved?	Done!
Agree upon and implement procedures and classroom routines				<input type="checkbox"/>
Continue to attend professional learning together				<input type="checkbox"/>
Discuss and plan for equal decision making				<input type="checkbox"/>
Create a shared system / framework for planning (i.e., Google Doc, planning template, etc.) and develop at least one shared plan				<input type="checkbox"/>
Administer assessments together; share and discuss results (i.e., reading benchmarks, review NYSESLAT scores)				<input type="checkbox"/>
Initiate joint communication with parents and other staff				<input type="checkbox"/>
Establish a set time to meet each week and a communication plan for outside of meeting time				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

