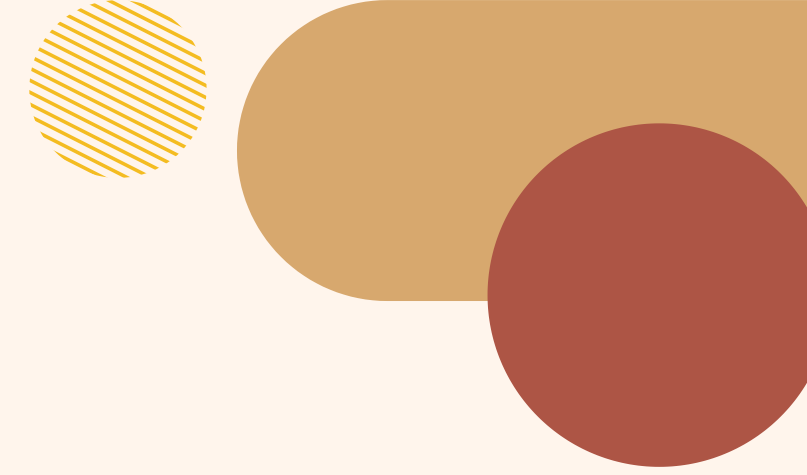
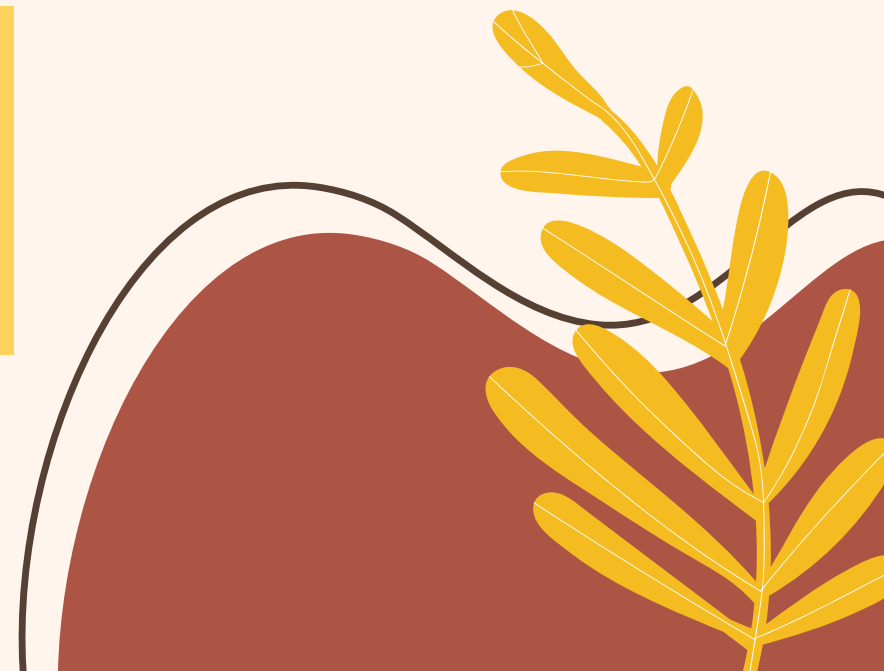




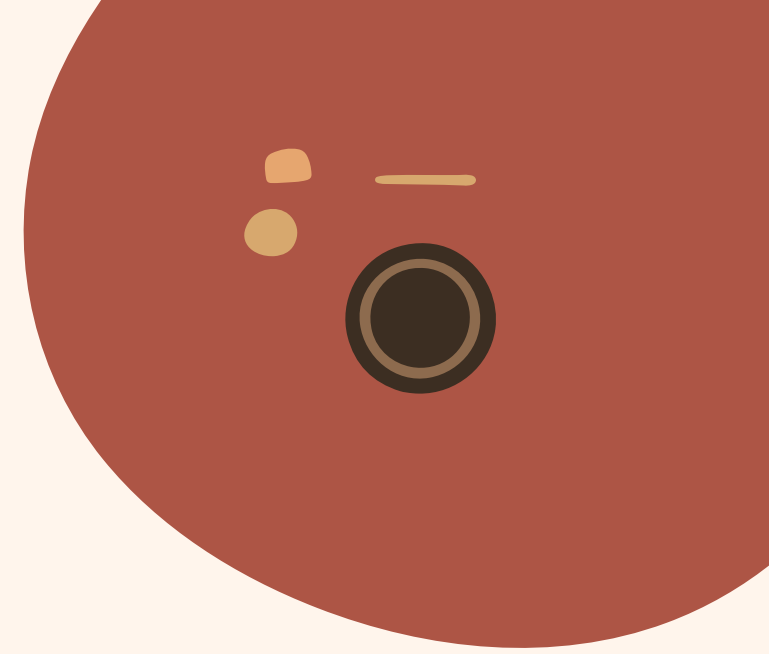
Maximizing Downtime in the Classroom



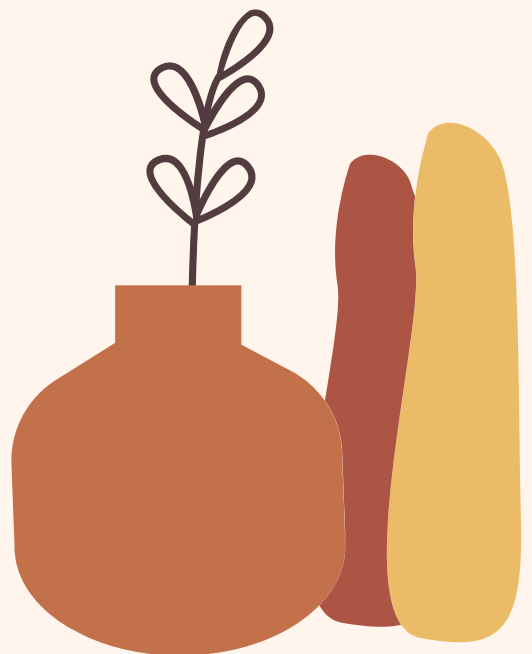
Kelly Russell, M.Ed., BCBA
School Professional Development Specialist

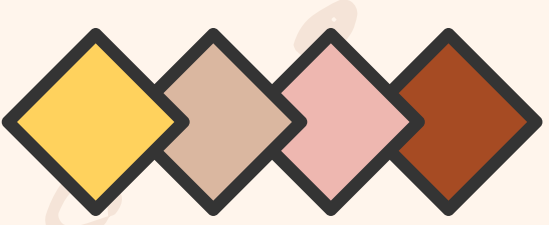


Learning Objectives

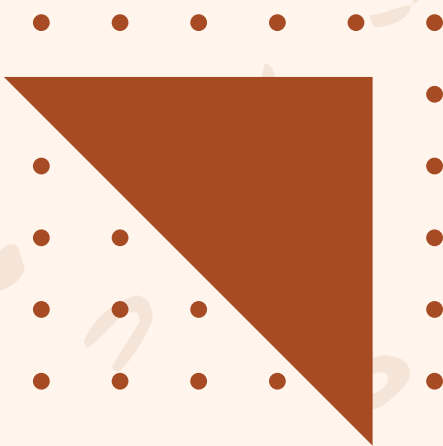


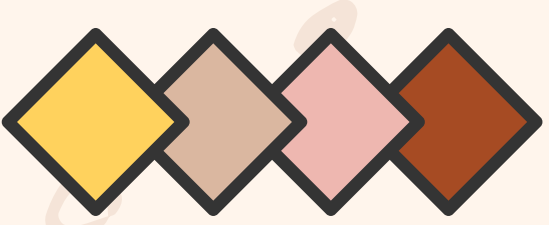
- Learn what “invisible work” is in the classroom and how teams can help alleviate it
- Identify common “downtimes” in your daily schedule
- Discuss ways to fill your downtime that promotes teamwork and productivity





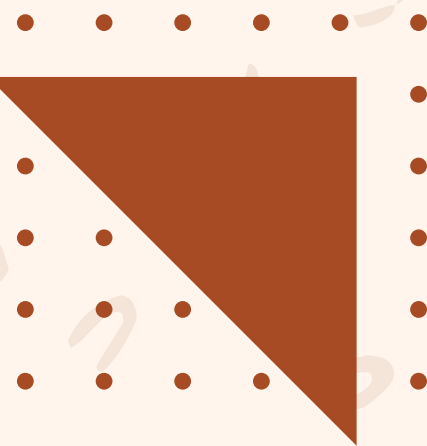
What is Invisible Work?





What is Invisible Work?

- unseen, often unpaid and/or unrecognized work that is vital to programmatic success
- examples: lesson planning, communicating with parents, writing IEPs, developing/updating materials, delegating and training staff and so much more

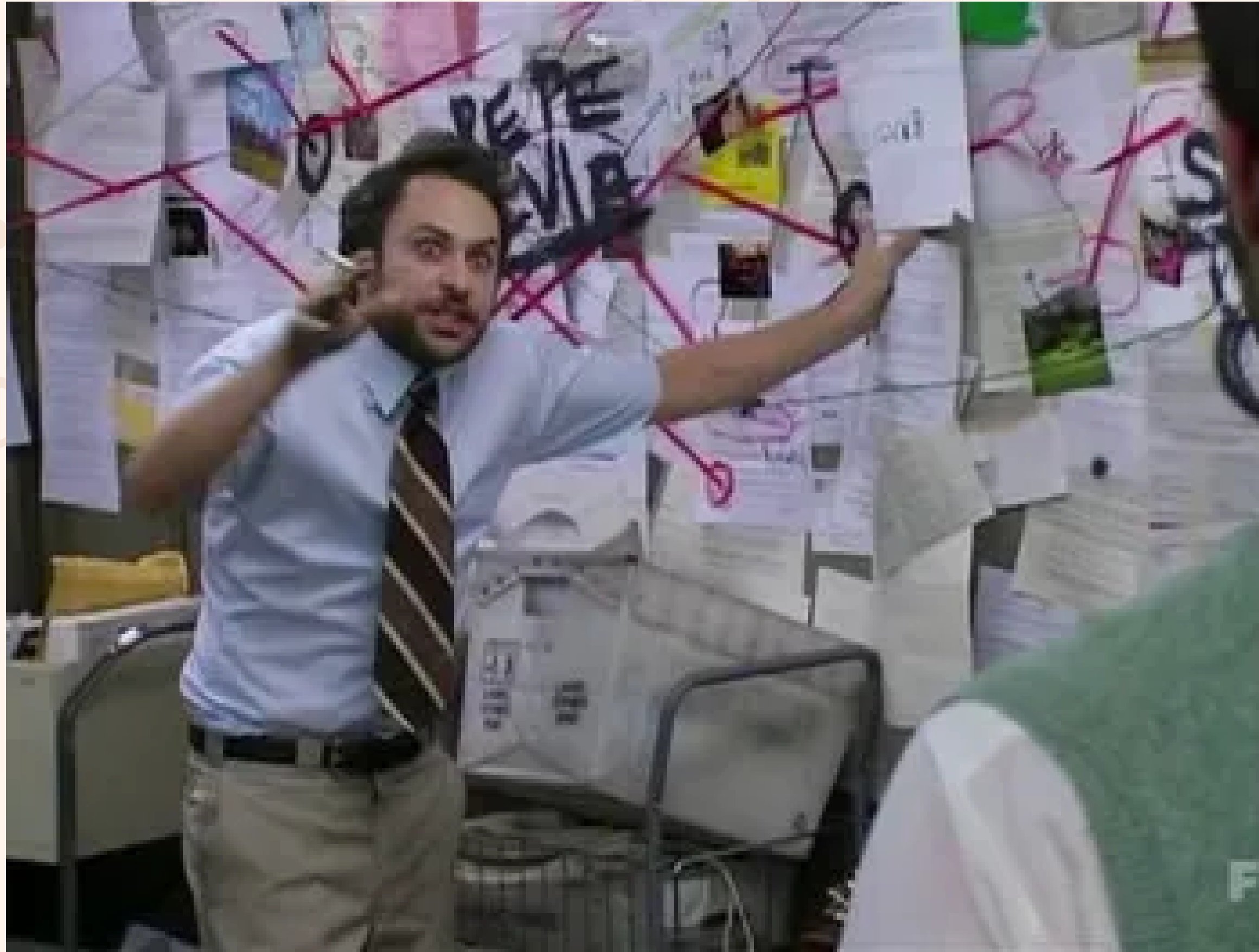


Expectations



- Teach kids that are always eager and willing to participate
- Collaborate with other teachers and service providers
- Follow the provided curriculum to teach skills
- Enjoy holidays and school breaks

Reality



- Manage student behavior
- Develop trust with staff and students
- Attend meetings before, during, and after school
- Differentiate the curriculum based on student skills
- Develop IEPs and lesson plans at home, on weekends, and during breaks
- Manage and train staff
- Conduct assessments and state testing
- Collect IEP data
- Collect behavior data
- Set up classrooms
- Manage and revise schedules
- Assign staff lunch breaks
- Communicate with parents
- Create and share lesson plans weekly
- Create and update materials regularly
- Meet with administrators, districts, outside consultants, and other stakeholders
- Take attendance on time everyday
- Attend trainings and professional development and implement best practices
- and much much more!

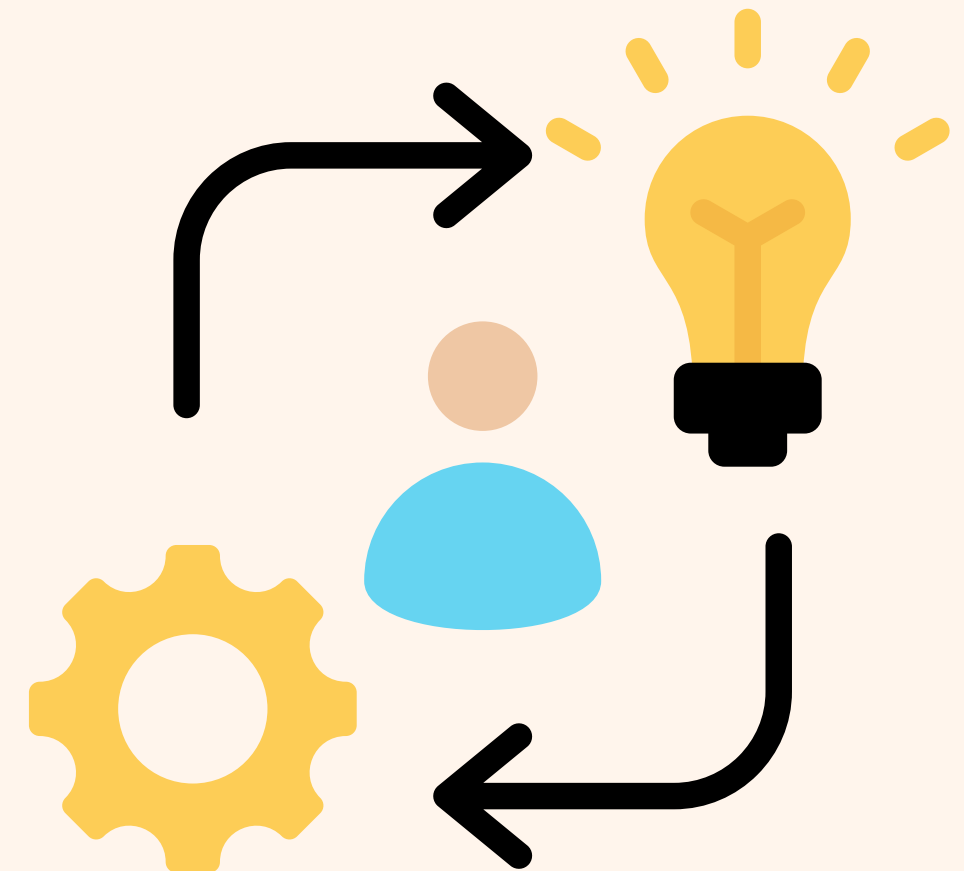
Making invisible work visible

1.

Noticing ;
what happens and when?

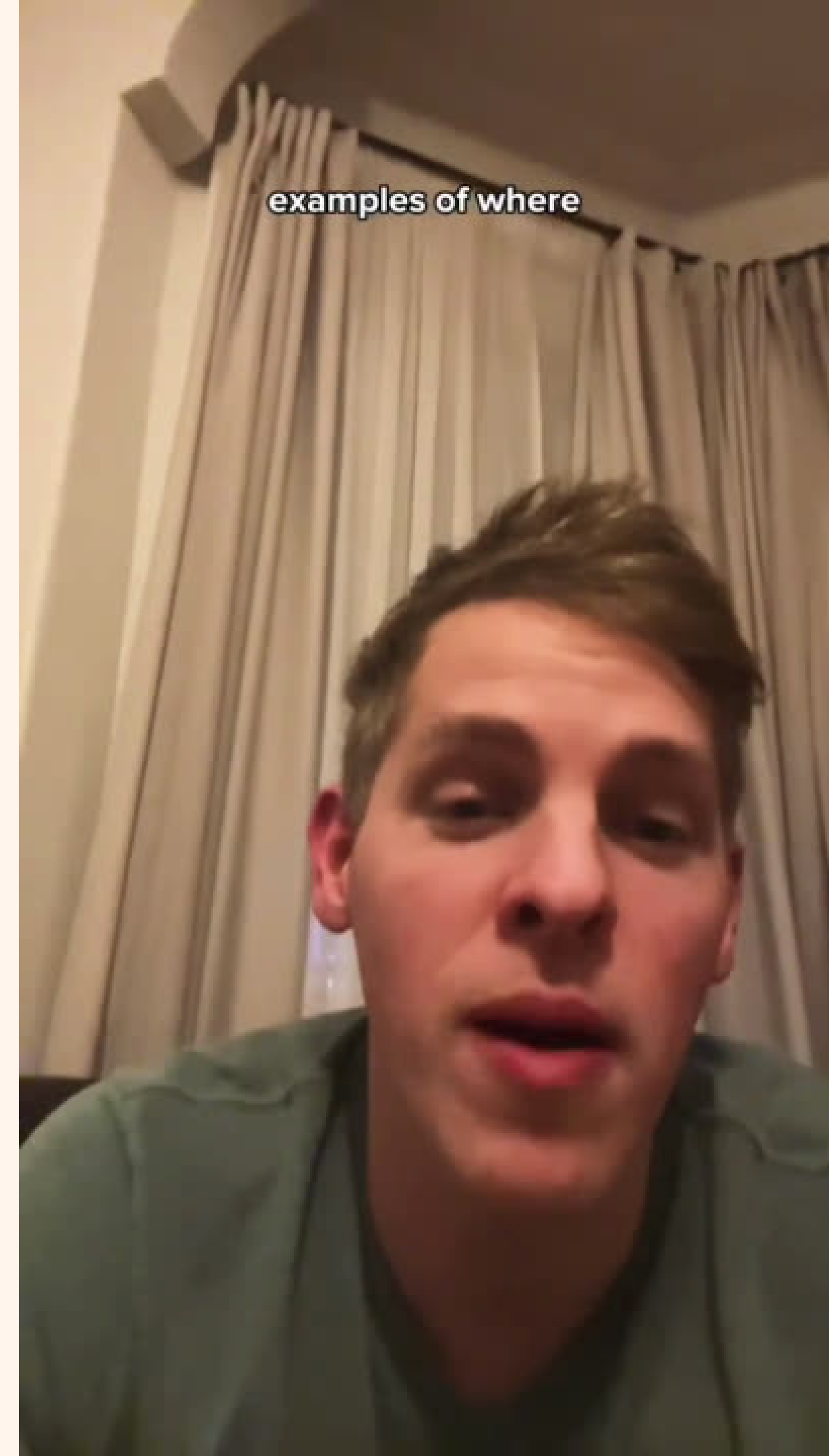
2.

Taking initiative;
do the thing before someone asks





**“If there’s
something
to be done,
why can’t
someone just
ask me?”**



Taking initiative

- Turn to someone next to you
- Make a list of tasks that are done every day or every week in your classroom that might be considered “invisible work”

What is downtime?

- Time that staff are not instructing or providing direct care to students



How can you use downtime to help alleviate invisible work?

Discussion

What are common downtimes in your typical day/week?

How can you use this time to complete some of the tasks from the list of “invisible work” you made?

**What
NOT
to do...**

EVERY WORKPLACE TEAM



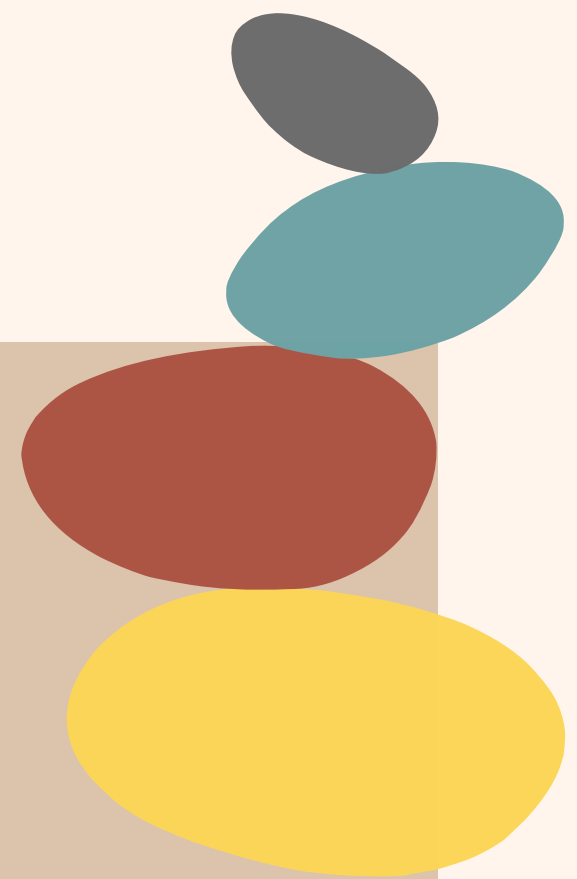
Balancing Gives and Takes

If you're always giving, you'll get burned out.

If you're always taking, you're not growing or learning.

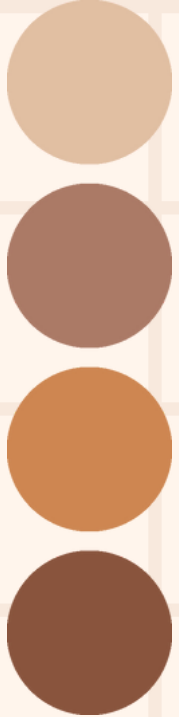
Find the balance. Ask yourself:

- Is this a boundary I need to make? Do I need to be involved? Should I say no this time?
- Is this something I can find the answer to on my own?
- Is there something I can try first?
- What have I seen others do in this scenario? Did it work for them?

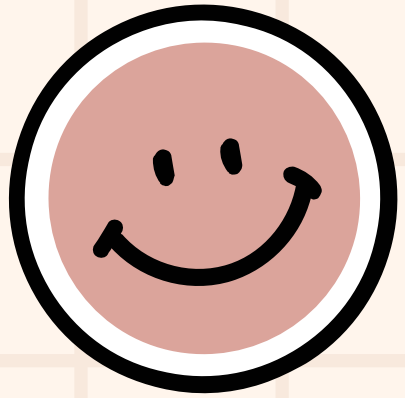


The background features several organic, flowing shapes in shades of light orange, peach, and brown. In the top left corner, there are several small, dark brown circular spots. A large, stylized question mark in a dark brown color is positioned to the right of the central text. The text itself is centered within a light orange oval that has a dashed white border.

**Questions/
Final
Thoughts?**



THANK
YOU!



**I'd appreciate
your feedback!**

Maximizing Downtime

