

## Team Teaching Tips from the Field

*The Golden Rule: Never take anything for granted – explicitly discuss everything!*

- Clear communication on the part of both members of the team is essential -
  - ✓ Establish a procedure for discussing conflicts and things about which you are feeling uncomfortable
- Talking through each step of the lesson will help define individual roles
- Honest discussions clear up potential misunderstandings
- Decide on what type of behavior is not acceptable in your class and consequences for disruptions
  - ✓ Sit down together, make a list of what constitutes unacceptable classroom behavior, and pre-plan responses

### Plan Plan Plan

- Analyze your individual strengths and abilities and determine how these can be used within the team context
- Set goals/learning outcomes for each lesson and course
- Both partners should take active parts in every stage of the lesson
- Plan lessons according to an agreed upon timetable
- Determine how both in-class and out of class evaluation will work

### ...And plan some more!

- Plan transitions, timing, and pacing and develop a subtle system of signaling each other (hand signals, eye contact, and verbal cues)
- Share in giving directions, taking initiative to move on to the next activity, and in adapting or ending an activity earlier than originally planned
- Develop a mutually agreed upon back-up plan

### In the classroom

- Maintain eye contact with each other to signal transitions to new activities, modifications, or activity closings
- Circulating to increase the teachers' proximity to all students greatly increases student engagement – during student-centered activities, circulate at a 180-degree angle to one another
- Always show respect for one another both inside and outside the classroom