

# X-Block Duty Selection Sheet 2011 - 2012 Auxiliary Duties

**Hall Duty:** All teachers who are scheduled for “office hours” should leave their classroom doors open to help monitor hallways.

## TLC 1 & 2

D. Toole (Room 218)  
A. Nardone (Room 124B)

## Interdisciplinary Coordinators (offices)

M. Friese  
A. McKenna  
A. VanEtten

## Alternative XBlock Room 133

P. Lloyd (1<sup>st</sup> half)

## Library Career Center Guidance Mental Health

S. Mueller (Library)  
A. Capalbo (Guidance)  
C. Dentch (Guidance)  
J. Sullivan (Guidance)  
H. Sylvia (Guidance)  
A. Van Etten (Director of Guidance)  
E. Bridges (Social Worker)  
M. Masson (School Psychologist)

### **OFFICE HOURS:**

Each teacher will have office hours once a week. Office Hours will take place in the teacher’s home base classroom, unless other arrangements have been made. Teachers should remain in their classroom with the door open during Office Hours. Office Hours will take place during the 1<sup>st</sup> half of X Block. Teachers should post their office hours in their classroom, on the website, and on Back to School Night agendas.

Office Hours should be used to:

- Meet with students
- Conference with administration, guidance, mental health, or other staff
- Co-planning (teaching partners)
- Provide extra help
- Administer tests/quizzes