

BC Elementary Teacher Work Schedule Template

Teacher: _____ Grade: ____ Week of: _____

Daily Schedule Framework

Monday

8:45 - 9:00: _____

9:00 - 10:15: _____

10:15 - 10:30: _____

10:30 - 11:45: _____

11:45 - 12:45: _____

12:45 - 2:00: _____

2:00 - 3:15: _____

Tuesday

8:45 - 9:00: _____

9:00 - 10:15: _____

10:15 - 10:30: _____

10:30 - 11:45: _____

11:45 - 12:45: _____

12:45 - 2:00: _____

2:00 - 3:15: _____

Wednesday

8:45 - 9:00: _____

9:00 - 10:15: _____

10:15 - 10:30: _____

10:30 - 11:45: _____

11:45 - 12:45: _____

12:45 - 2:00: _____

2:00 - 3:15: _____

Thursday

8:45 - 9:00: _____

9:00 - 10:15: _____

10:15 - 10:30: _____

10:30 - 11:45: _____

11:45 - 12:45: _____

12:45 - 2:00: _____

2:00 - 3:15: _____

Friday

8:45 - 9:00: _____

9:00 - 10:15: _____

10:15 - 10:30: _____

10:30 - 11:45: _____

11:45 - 12:45: _____

12:45 - 2:00: _____

2:00 - 3:15: _____

Subject Planning Guide

Core Academic Areas (fill in specific lessons/activities)

Literacy Block Ideas:

- _____
- _____
- _____
- _____

Numeracy Block Ideas:

- _____
- _____
- _____
- _____

Science Topics:

- _____
- _____
- _____
- _____

Social Studies Topics:

- _____
- _____
- _____
- _____

Specialist Areas

Physical & Health Education:

- Activity: _____

- Location: _____
- Activity: _____
- Location: _____
- Activity: _____
- Location: _____

Arts Education:

Visual Arts:

- Activity: _____
- Location: _____
- Activity: _____
- Location: _____

Music:

- Activity: _____
- Location: _____
- Activity: _____
- Location: _____

Drama/Dance:

- Activity: _____
- Location: _____
- Activity: _____
- Location: _____

Applied Design, Skills & Technologies (ADST):

- Project: _____
- Skills focus: _____
- Project: _____
- Skills focus: _____

- Project: _____
 - Skills focus: _____
-

Weekly Integration Opportunities

First Peoples Principles of Learning

- Monday:
-
-

- Tuesday:
-
-

- Wednesday:
-
-

- Thursday:
-
-

- Friday:
-
-

Cross-Curricular Connections

- Literacy + Science: _____
 - Math + Social Studies: _____
 - Arts + Other subjects: _____
 - ADST integration: _____
-

Core Competencies Focus This Week

Communication:

-
-

Thinking:

-
-

Personal & Social:

-
-
-

Assessment & Evaluation

Formative Assessment Plans:

-
- -
-

Summative Assessment This Week:

-
- -
-

Students Requiring Extra Support:

-
- -
-

Professional Responsibilities

Preparation Time Activities:

-
- -
-

Parent Communication:

- Calls to make: _____

- Emails to send: _____

Meetings This Week:

- Monday: _____
- Tuesday: _____
- Wednesday: _____
- Thursday: _____
- Friday: _____

Professional Development:

- _____
-

Weekly Goals

Learning Objectives:

1. _____
2. _____
3. _____

Classroom Management Goals:

- _____

Personal Teaching Goals:

- _____
-

End of Week Reflection

What worked well this week?

- _____
- _____

What would I change for next week?

-

-

Student progress notes:

-

-

Resources needed for next week:

-

-

Notes & Reminders

Field Trips/Special Events:

-

Supply Needs:

-

Technology Requirements:

-

Other:

-

-