

Time

Since the cost of teacher time is usually the most expensive part of any school budget, you will probably have to look for ways to find additional teacher time, particularly if you want to implement teaming and/or collaborative models of professional development. Teacher time is broken into *instructional* time and *planning* time. Instructional time is the time the teacher actually spends teaching a class. Planning time may be either individual or common (planning with members of a teacher team) or a combination of both.

The first step in finding additional teacher time is to analyze how you currently use both student and teacher time. Refer to the master schedule for the school and the school-year calendar for the information. Use the appropriate (elementary or secondary) Form 2 to record this information.