

ASAS Time/Task Analysis

1. Management

- a. student supervision
- b. student discipline
- c. employee supervision
- d. employee discipline
- e. office work/prep
- f. building management
- g. parents/guardians
- h. decision making committees, groups, meetings
- i. district: meetings, supervisors, others
- j. external: officials, others
- k. celebration

2. Instruction

- a. student supervision
- b. work with student(s)
- c. employee supervision
- d. office work/prep.
- e. observation, walk through
- f. feedback
- g. parents/guardians
- h. decision making committees, groups, meetings
- i. district: meetings, supervisor, others
- j. external: officials, others
- k. teaching/modeling
- l. professional development
- m. planning, curriculum, assessment
- n. celebration

Interactions

1. telephone
2. computer
3. interaction, individual
4. interaction, group
5. read/write/think

3. Personal (*lunch, breaks, restroom, errands, personal business*)

4. Unknown (*requires narrative*)