DC TL Activity - *One week snapshot (1-5 Mar 2010)*

Activity	Mon	Tues	Wed	Thur	Fri	Totals
Working with students	70	25	65	95	65	320
Library Operations		90	170	40	10	310
Other	60	30	30	70	120	310
Teaching	60	85		60	45	250
School committees	100	60	15	10	40	225
Library Administration	40	30	40	20	40	170
Curriculum support				30	30	80	140
Library Staff interaction	20	30	20	20	20	110
Collab./ conv with teachers	20		40	20	30	110
Prof Dev		80	25			105
Tech support	20	10	30	40		100
Meetings	50					50
(total daily mins)	440	440	465	405	450	

TL Snapshot

Pie chart legend:
- Working with students — 15%
- Library Operations — 14%
- Other — 14%
- Teaching — 11%
- School committees — 10%
- Library Administration — 8%
- Curriculum support — 6%
- Library Staff interaction — 5%
- Collab./ conv with teachers — 5%
- Prof Dev — 5%
- Tech support — 5%
- Meetings — 2%

Teaching : Leading a class in a learning activity
Working with students : Working with students individually and small groups, additional help in classroom, support, borrowing support
Collaboration: Planning, collaboration, preparing, assessing, follow up activities - includes planning meetings
Curriculum support: Gathering materials, finding resources, bibliographies, reading lists, suggesting materials, websites
Tech support : support staff and students on software, hardware, photocopying, database, Oliver etc.
Library admin : Collection development, materials selection, ordering, cataloguing, database maintenance / set up,
Library operations : Circulation desk, displays, collection labeling, setting up systems. cataloguing
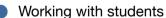**Library staff interaction :** training, meetings, performance management, troubleshooting, discussion
Professional development : professional reading, conferences, workshops, podcasts, etc
School committee : social committee, ICT committee, CLT, includes meetings for these committees.
Meetings : staff meetings, meetings other than committee / special interest groups, parents etc.
Other : camp, supervision duty, before and after school hours, weekend school functions, CCA