



ONLINE: Classroom Organization for the 21st Century

“I thought this course on organization was beneficial; particularly in the section that explained technology tools that may assist with organization and time management.”

– Laura D.

Good teaching is both an art and a science. It requires a significant amount of planning, research, preparation, evaluation, and a whole lot of creativity. However, that doesn't mean teachers need to sacrifice their personal and family life for education. The key to “doing it all” and “doing it all **well**” is organization. A rested, relaxed, and organized teacher is an effective teacher.

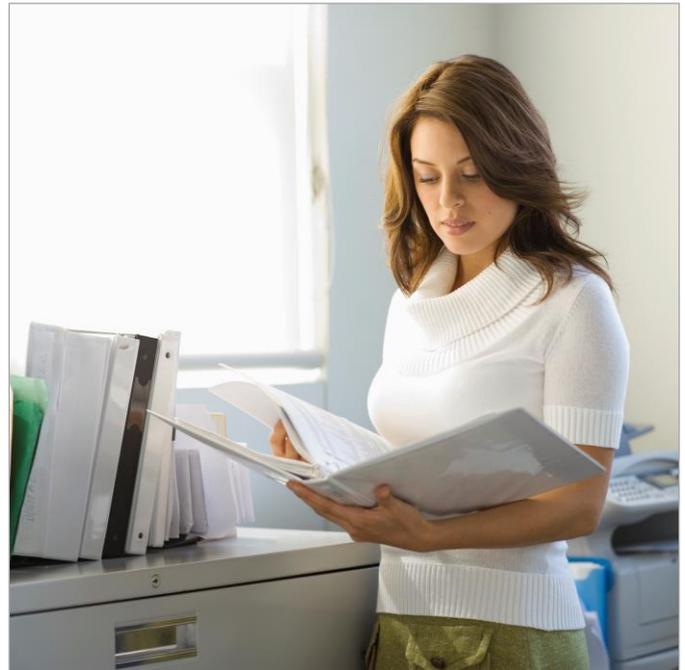
The aim of this course, The Organized Teacher, is to aid teachers as they strive to make their lives and classrooms more organized and a lot less stressful.

There are tips, tools, templates, and creative ideas to help teachers organize the classroom environment, classroom activities, assessments, and other class events. The ideas in this course will present effective ways for teachers to be organized and to take practical steps to manage stressful days and avoid time crunches. This will have a positive impact on both themselves and their students.

Standards:

This course aligns to all of the INTASC Standards including Learner Development, Learning Differences, Learning Environments, Content Knowledge, Assessment, Planning for Instruction and Instructional Strategies.

The course also aligns to the McRel Teacher Evaluation Standards including Teacher Leadership, Diverse Learners, Teachers Know Content and Teachers Facilitate Learning.



Each self-study PD course from Professional Learning Board includes:

- **Convenient access** anytime, anywhere, any device
- Interactive **online** textbook
- Implement **practical suggestions** immediately
- Demonstrate comprehension with **quizzes** and checks for understanding
- Print **certificates** of completion
- Easily assign courses to align with each teacher's **personalized PD needs**
- **Integrate** with school and district-wide initiatives
- **Low cost solution for all courses, all teachers, all school year**
- **Reports** for school administrators



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Course Outline

LESSON 1

Being an Organized Teacher

- Understanding the purpose and benefits of being organized for the teacher and for students
- Examining the reality of stress and burnout among teachers
- The traits an organized teacher possesses
- Specific actions that make a teacher organized, and classroom examples for each

LESSON 2

Organizing Your Classroom

- The overarching goals of organizing the classroom space and activities
- Effective design of classroom space, choosing the best layout and organizing the physical environment as well.
- Managing Classroom material like submissions and resources efficiently
- Organizing Classroom activities including independent, group and whole class work
- Strategies to manage and track student behavior positively, during lessons and through transitions

LESSON 3

Ten Tech Tools for Organized Teaching

- Essential considerations behind using technology to organize your classroom and teaching
- Ten useful tools/apps to organize teaching responsibilities, and the classroom applications of each

LESSON 4

Classroom Applications

- Planning for Continuous Assessments in the Classroom and methods to carry them out effectively
- Working within a teaching team, partnering and preparing to be a substitute
- Organizing parent partnerships at both one-way and two-way levels
- Getting Classroom projects and events efficiently planned and carried out
- Ensuring windup is productive, for teachers and students, at a daily and annual level