

**Lewiston-Altura
Staff Expectations
Mark Gruen**

- Be “professional” at all aspects of your teaching and tasks.
- Provide all students with the conditions necessary for success.
- Show enthusiasm and a sense of humor in everything you do.
- Maintain high standards and expectations for yourself and our students.
- Consistently enforce school rules and emphasize the district’s mission statement.
- Communicate, communicate, communicate!!!

Communication – This is at the core of all success and most problems. I would encourage you to call parents with good news in equal proportion that you call parents with poor news. Be open and honest in your dealings with parents, students, your colleagues, your principal, and with me.

Organization – Be prepared and organized for your classes and/or meetings. Take care of detail items inherent to your job: meet deadlines.

Instruction - Your lesson plans should serve as a record of what should be taught and what is actually being taught in your classroom. You are expected to follow the curriculum but, by all means utilize the style and methods that work best for you. I love to laugh, and I love to hear and see (people) students and staff members laughing.

Supervision – Be visible in the hallways before and after school to help monitor students and visitors. I would expect each of us to communicate high expectations to our students and then help them to succeed.

Leadership - I expect each of you to step up and fill different leadership roles in our school. I vow to do the same.

Technology – Ever changing, ever present, please do not allow students to miss out on a technological advancement because you are afraid to take a risk. What better way to teach the skill of “life long learning” than to model it?

**LEWISTON-ALTURA SCHOOL DISTRICT
TRUST
Mark Gruen**

TOP 10 TRUST PRODUCERS

1. challenge and question
2. be honest and candid
3. keep commitments and be realistic
4. keep cool and clarify
5. convey feelings clearly
6. be sincere and honest
7. share the success
8. value differences of opinion (diversity)
9. discuss the facts
10. ask and include everyone

TOP 10 TRUST BLOCKERS

1. make assumptions
2. cover your tracks
3. don't keep promises
4. be reactive
5. mix messages
6. exaggerate
7. take all the praise
8. be myopic
9. hide information
10. don't inquire

(Stephen Covey)