

ASAS Time/Task Analysis, District Office Version©2008

1. Management

- a. student supervision
- b. student discipline
- c. employee supervision
- d. employee discipline
- e. office work/prep (includes transit when no other descriptor applies)
- f. building management
- g. parents/guardians
- h. decision making committees, groups, meetings
- i. district: meetings, supervisors, others
- j. external: officials, others
- k. celebration

Interactions

- 1. Telephone
- 2. Computer
- 3. Individual
- 4. Group
- 5. Read/write/think

Location

- A. District Offices
- B. Schools
- C. Transit
- D. Other

2. Instruction

- a. student supervision
- b. work with student(s)
- c. feedback: directive
- d. office work/prep.
- e. observation, walk through
- f. feedback: non-directive
- 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. feedback: celebration

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

