

**Teacher Assistant Timelines**  
**August**

**Center** \_\_\_\_\_

**Teacher Assistant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date reviewed** \_\_\_\_\_

**Team Building**

- \_\_\_\_\_ Attend and participate in the center team meeting
- \_\_\_\_\_ Help to plan practices and procedures for the emergency preparedness plan
- \_\_\_\_\_ Attend and participate in the classroom team meeting to review health protocols, emergencies, behavior plans and any relevant information pertaining to the classroom.

**Professional Development**

- \_\_\_\_\_ Post a current copy of your current first aid, CPR, and food handlers cards. Send or fax a copy of the cards to the human resource assistant.
- \_\_\_\_\_ New Employees: Order a CDA packet at [www.cdacouncil.org](http://www.cdacouncil.org) or call 1-800-424-4310 or provide documentation of enrollment in/completion of a CDA or higher credential
- \_\_\_\_\_ Meet with your supervisor and Education Manager to complete/ review and/or update the PDP. Make a copy for your records and send a copy to the human resource assistant.

**Classroom Responsibilities**

- \_\_\_\_\_ Assist the teacher with classroom set up.
- \_\_\_\_\_ Label the shelves and cubbies with digital pictures and print (both English and Spanish).
- \_\_\_\_\_ Disinfect the materials, shelves, and all classroom furniture using the correct bleach mixture
- \_\_\_\_\_ Stock the restrooms with liquid hand soap, paper towels and toilet paper.
- \_\_\_\_\_ Label tooth brushes and tooth brush caddy with each child's name
- \_\_\_\_\_ Prior to open house, ride the bus with the bus driver to map out times and routes for pick up and delivery of children
- \_\_\_\_\_ Contribute to the planning and set up for open house.
- \_\_\_\_\_ Attend and participate at open house by introducing your self to children and families.
- \_\_\_\_\_ Using the center digital camera, take pictures of each child at open house along with family pictures (which will be later used in the classroom).
- \_\_\_\_\_ Label the children's cubbies with individual pictures and names
- \_\_\_\_\_ Provide translation on home visits and at the center open house as applicable.

**Teacher Request:**

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**Teacher Assistant Timelines**  
**September**

Center \_\_\_\_\_

Teacher Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date reviewed \_\_\_\_\_

**Professional development**

\_\_\_\_ Meet with the supervising teacher to review the teacher assistant observation. Discuss and make a plan for next month's observation targeting PDP goals.

\_\_\_\_ Review your PDP and SDR with the supervising teacher. Update as needed.

\_\_\_\_ Send in copies of completed ECE course work, conferences, and trainings to the human resource assistant.

\_\_\_\_ Meet with the Ed Manager for the CDA training/coaching sessions. Complete each unit as documented on the PDP.

\_\_\_\_ Attend and participate in the center monthly staff meeting.

**Classroom duties:**

\_\_\_\_ Continue to translate on home visits as applicable.

\_\_\_\_ Track and document on children's goal forms and ensure documentation of each domain per week/per child.

\_\_\_\_ Using the daily lesson plans prepare the materials/supplies for the arrival of the children.

\_\_\_\_ Assist the teacher in making environment changes for the current month's theme.

**Full Day Teacher Assistants**

\_\_\_\_ Each day, ( during rest time) review the parent sign in and out forms. Ensure the dates and times are legible and done in ink. If not legible, write the correct time/date at the side of the column and initial the changes.

\_\_\_\_ Full Day Staff, gather the sign in/out forms and classroom attendance and set it on the teacher's desk.

\_\_\_\_ Fill out the top part of the parent sign in/out form and place on child's clipboard or in the file folder box.

\_\_\_\_ EHS Assistants: Record times and amounts on the infant/toddler individual feeding logs. Document diaper and nap times on the diapering/toileting/sleeping chart for each infant/toddler.

**Operations**

\_\_\_\_ Perform outdoor playground sweeps prior to outdoor play.

\_\_\_\_ Complete the daily cleaning list/schedule and initial/date the cleaning log

\_\_\_\_ With the center team, complete the marked items on monthly health and safety checklist.

**Teacher requested duties**

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**Teacher Assistant Timelines**

**October**

Center \_\_\_\_\_

Teacher Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date reviewed \_\_\_\_\_

**Professional development**

\_\_\_\_ Meet with the supervising teacher to review the teacher assistant observation. Discuss and make a plan for next month's observation targeting PDP goals.

\_\_\_\_ Review your PDP and SDR with the supervising teacher. Update as needed.

\_\_\_\_ Send in copies of completed ECE course work, conferences, and trainings to the human resource assistant.

\_\_\_\_ Meet with the Ed Manager for the CDA training/coaching sessions. Complete each unit as documented on the PDP.

\_\_\_\_ Attend and participate in the center monthly staff meeting.

**Classroom duties:**

\_\_\_\_ Continue to translate on home visits as applicable.

\_\_\_\_ Track and document on children's goal forms and ensure documentation of each domain per week/per child.

\_\_\_\_ Using the daily lesson plans prepare the materials/supplies for the arrival of the children.

\_\_\_\_ Assist the teacher in making environment changes for the current month's theme.

\_\_\_\_ Assist the teacher with completion of outcome measures and the portage checklist by sharing your visual observations.

\_\_\_\_ Meet with the classroom team to discuss and de-brief on issues and concerns, such as, child behaviors, breaks, conflict of schedule, effectiveness of individual behavior plans, etc.

**Full Day Teacher Assistants**

\_\_\_\_ Each day, (during rest time) review the parent sign in and out forms. Ensure the dates and times are legible and done in ink. If not legible, write the correct time/date at the side of the column and initial the changes.

\_\_\_\_ Full Day Staff, gather the sign in/out forms and classroom attendance and set it on the teacher's desk.

\_\_\_\_ Fill out the top part of the parent sign in/out form and place on child's clipboard or in the file folder box.

\_\_\_\_ EHS Assistants: Record times and amounts on the infant/toddler individual feeding logs.

Document diaper and nap times on the diapering/toileting/sleeping chart for each infant/toddler.

**Operations**

\_\_\_\_ Perform outdoor playground sweeps prior to outdoor play.

\_\_\_\_ Complete the daily cleaning list/schedule and initial/date the cleaning log

\_\_\_\_ With the center team, complete the marked items on monthly health and safety checklist.

**Teacher requested duties**

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**Teacher Assistant Timelines**  
**November**

Center \_\_\_\_\_

Teacher Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date reviewed \_\_\_\_\_

**Professional development**

\_\_\_\_ Meet with the supervising teacher to review the teacher assistant observation. Discuss and make a plan for next month's observation targeting PDP goals.

\_\_\_\_ Review your PDP and SDR with the supervising teacher. Update as needed.

\_\_\_\_ Send in copies of completed ECE course work, conferences, and trainings to the human resource assistant.

\_\_\_\_ Meet with the Ed Manager for the CDA training/coaching sessions. Complete each unit as documented on the PDP.

\_\_\_\_ Attend and participate in the center monthly staff meeting.

**Classroom duties:**

\_\_\_\_ Continue to translate on home visits as applicable.

\_\_\_\_ Track and document on children's goal forms and ensure documentation of each domain per week/per child.

\_\_\_\_ Using the daily lesson plans prepare the materials/supplies for the arrival of the children.

\_\_\_\_ Assist the teacher in making environment changes for the current month's theme.

\_\_\_\_ Assist the teacher in completion of the Kindergarten transition check list by sharing your observations of each child.

**Full Day Teacher Assistants**

\_\_\_\_ Each day, (during rest time) review the parent sign in and out forms. Ensure the dates and times are legible and done in ink. If not legible, write the correct time/date at the side of the column and initial the changes.

\_\_\_\_ Full Day Staff, gather the sign in/out forms and classroom attendance and set it on the teacher's desk.

\_\_\_\_ Fill out the top part of the parent sign in/out form and place on child's clipboard or in the file folder box.

\_\_\_\_ EHS Assistants: Record times and amounts on the infant/toddler individual feeding logs.

Document diaper and nap times on the diapering/toileting/sleeping chart for each infant/toddler.

**Operations**

\_\_\_\_ Perform outdoor playground sweeps prior to outdoor play.

\_\_\_\_ Complete the daily cleaning list/schedule and initial/date the cleaning log

\_\_\_\_ With the center team, complete the marked items on monthly health and safety checklist.

**Teacher requested duties**

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**Teacher Assistant Timelines**  
**December**

Center \_\_\_\_\_

Teacher Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date reviewed \_\_\_\_\_

**Professional development**

- \_\_\_\_\_ Complete a leave request for winter break. Contact fiscal dept. for amount of available leave.
- \_\_\_\_\_ Meet with the supervising teacher to review the teacher assistant observation. Discuss and make a plan for next month's observation targeting PDP goals.
- \_\_\_\_\_ New Staff: Complete 4 month eval with supervising teacher. Send a copy to the human resource assistant.
- \_\_\_\_\_ Review your PDP and SDR with the supervising teacher. Update as needed.
- \_\_\_\_\_ Send in copies of completed ECE course work, conferences, and trainings to the human resource assistant.
- \_\_\_\_\_ Meet with the Ed Manager for the CDA training/coaching sessions. Complete each unit as documented on the PDP.
- \_\_\_\_\_ Attend and participate in the center monthly staff meeting.

**Classroom duties:**

- \_\_\_\_\_ Continue to translate on home visits as applicable.
- \_\_\_\_\_ Track and document on children's goal forms and ensure documentation of each domain per week/per child.
- \_\_\_\_\_ Using the daily lesson plans prepare the materials/supplies for the arrival of the children.
- \_\_\_\_\_ Assist the teacher in making environment changes for the current month's theme.
- \_\_\_\_\_ Assist the teacher with completion of the portage checklist by sharing your visual observations.
- \_\_\_\_\_ Meet with the classroom team to discuss and de-brief on issues and concerns, such as, child behaviors, breaks, conflict of schedule, effectiveness of individual behavior plans, etc.

**Full Day Teacher Assistants**

- \_\_\_\_\_ Each day, (during rest time) review the parent sign in and out forms. Ensure the dates and times are legible and done in ink. If not legible, write the correct time/date at the side of the column and initial the changes.
- \_\_\_\_\_ Full Day Staff, gather the sign in/out forms and classroom attendance and set it on the teacher's desk.
- \_\_\_\_\_ Fill out the top part of the parent sign in/out form and place on child's clipboard or in the file folder box.
- \_\_\_\_\_ EHS Assistants: Record times and amounts on the infant/toddler individual feeding logs. Document diaper and nap times on the diapering/toileting/sleeping chart for each infant/toddler.

**Operations**

- \_\_\_\_\_ Perform outdoor playground sweeps prior to outdoor play.
- \_\_\_\_\_ Complete the daily cleaning list/schedule and initial/date the cleaning log
- \_\_\_\_\_ With the center team, complete the marked items on monthly health and safety checklist.
- \_\_\_\_\_ Prepare the classroom for cleaning and maintenance over winter break.

**Teacher requested duties**

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**Teacher Assistant Timelines**

**January**

Center \_\_\_\_\_

Teacher Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date reviewed \_\_\_\_\_

**Professional development**

\_\_\_\_ Meet with the supervising teacher to review the teacher assistant observation. Discuss and make a plan for next month's observation targeting PDP goals.

\_\_\_\_ Review your PDP and SDR with the supervising teacher. Update as needed.

\_\_\_\_ Send in copies of completed ECE course work, conferences, and trainings to the human resource assistant.

\_\_\_\_ Meet with the Ed Manager for the CDA training/coaching sessions. Complete each unit as documented on the PDP.

\_\_\_\_ Attend and participate in the center monthly staff meeting.

**Classroom duties:**

\_\_\_\_ Continue to translate on home visits as applicable.

\_\_\_\_ Track and document on children's goal forms and ensure documentation of each domain per week/per child.

\_\_\_\_ Using the daily lesson plans prepare the materials/supplies for the arrival of the children.

\_\_\_\_ Assist the teacher in making environment changes for the current month's theme.

\_\_\_\_ Assist the teacher in completion of the Outcome measures by sharing your observations of each child.

**Full Day Teacher Assistants**

\_\_\_\_ Each day, (during rest time,) review the parent sign in and out forms. Ensure the dates and times are legible and done in ink. If not legible, write the correct time/date at the side of the column and initial the changes.

\_\_\_\_ Full Day Staff, gather the sign in/out forms and classroom attendance and set it on the teacher's desk.

\_\_\_\_ Fill out the top part of the parent sign in/out form and place on child's clipboard or in the file folder box.

\_\_\_\_ EHS Assistants: Record times and amounts on the infant/toddler individual feeding logs.

Document diaper and nap times on the diapering/toileting/sleeping chart for each infant/toddler.

**Operations**

\_\_\_\_ Perform outdoor playground sweeps prior to outdoor play.

\_\_\_\_ Complete the daily cleaning list/schedule and initial/date the cleaning log.

\_\_\_\_ With the center team, complete the marked items on monthly health and safety checklist.

**Teacher requested duties**

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**Teacher Assistant Timelines**  
**February**

**Center** \_\_\_\_\_

**Teacher Assistant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date reviewed** \_\_\_\_\_

**Professional development**

\_\_\_\_ Meet with the supervising teacher to review the teacher assistant observation. Discuss and make a plan for next month's observation targeting PDP goals.

\_\_\_\_ Review your PDP and SDR with the supervising teacher. Update as needed.

\_\_\_\_ Send in copies of completed ECE course work, conferences, and trainings to the human resource assistant.

\_\_\_\_ Meet with the Ed Manager for the CDA training/coaching sessions. Complete each unit as documented on the PDP.

\_\_\_\_ Attend and participate in the center monthly staff meeting.

**Classroom duties:**

\_\_\_\_ Continue to translate on home visits as applicable.

\_\_\_\_ Track and document on children's goal forms and ensure documentation of each domain per week/per child.

\_\_\_\_ Using the daily lesson plans prepare the materials/supplies for the arrival of the children.

\_\_\_\_ Assist the teacher in making environment changes for the current month's theme.

\_\_\_\_ Assist the teacher in completion of the Kindergarten transition check list by sharing your observations of each child.

**Full Day Teacher Assistants**

\_\_\_\_ Each day, (during rest time) review the parent sign in and out forms. Ensure the dates and times are legible and done in ink. If not legible, write the correct time/date at the side of the column and initial the changes.

\_\_\_\_ Full Day Staff, gather the sign in/out forms and classroom attendance and set it on the teacher's desk.

\_\_\_\_ Fill out the top part of the parent sign in/out form and place on child's clipboard or in the file folder box.

\_\_\_\_ EHS Assistants: Record times and amounts on the infant/toddler individual feeding logs.

Document diaper and nap times on the diapering/toileting/sleeping chart for each infant/toddler.

**Operations**

\_\_\_\_ Perform outdoor playground sweeps prior to outdoor play.

\_\_\_\_ Complete the daily cleaning list/schedule and initial/date the cleaning log

\_\_\_\_ With the center team, complete the marked items on monthly health and safety checklist.

**Teacher Assistant Timelines**

**March**

Center \_\_\_\_\_

Teacher Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date reviewed \_\_\_\_\_

**Professional development**

\_\_\_\_ Meet with the supervising teacher to review the teacher assistant observation. Discuss and make a plan for next month's observation targeting PDP goals.

\_\_\_\_ Review your PDP and SDR with the supervising teacher. Update as needed.

\_\_\_\_ Send in copies of completed ECE course work, conferences, and trainings to the human resource assistant.

\_\_\_\_ Meet with the Ed Manager for the CDA training/coaching sessions. Complete each unit as documented on the PDP.

\_\_\_\_ Attend and participate in the center monthly staff meeting.

\_\_\_\_ Complete and submit a leave request for Spring break. Contact the fiscal dept. for the amount of your earned annual leave.

**Classroom duties:**

\_\_\_\_ Continue to translate on home visits as applicable.

\_\_\_\_ Track and document on children's goal forms and ensure documentation of each domain per week/per child.

\_\_\_\_ Using the daily lesson plans prepare the materials/supplies for the arrival of the children.

\_\_\_\_ Assist the teacher in making environment changes for the current month's theme.

**Full Day Teacher Assistants**

\_\_\_\_ Each day, (during rest time) review the parent sign in and out forms. Ensure the dates and times are legible and done in ink. If not legible, write the correct time/date at the side of the column and initial the changes.

\_\_\_\_ Full Day Staff, gather the sign in/out forms and classroom attendance and set it on the teacher's desk.

\_\_\_\_ Fill out the top part of the parent sign in/out form and place on child's clipboard or in the file folder box.

\_\_\_\_ EHS Assistants: Record times and amounts on the infant/toddler individual feeding logs. Document diaper and nap times on the diapering/toileting/sleeping chart for each infant/toddler.

**Operations**

\_\_\_\_ Perform outdoor playground sweeps prior to outdoor play.

\_\_\_\_ Complete the daily cleaning list/schedule and initial/date the cleaning log

\_\_\_\_ With the center team, complete the marked items on monthly health and safety checklist.

\_\_\_\_ Prepare the classroom for cleaning and maintenance over spring break.

**Teacher requested duties**

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**Teacher Assistant Timelines**

**April**

Center \_\_\_\_\_

Teacher Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date reviewed \_\_\_\_\_

**Professional development**

\_\_\_\_ Print off a one year eval for teacher assistants and complete it with documentation of scores. Give the completed eval to the supervising teacher.

\_\_\_\_ Meet with the supervising teacher to review the one year eval and to update the PDP. Submit copies to the Human Resource assistant.

\_\_\_\_ Meet with the supervising teacher to review the teacher assistant observation. Discuss and make a plan for next month's observation targeting PDP goals.

\_\_\_\_ Send copies of completed ECE coursework, conferences, and trainings to the human resource assistant.

\_\_\_\_ Meet with the Ed Manager for the CDA training/coaching sessions. Complete each unit as documented on the PDP.

\_\_\_\_ Attend and participate in the center monthly staff meeting.

**Classroom duties:**

\_\_\_\_ Continue to translate on home visits as applicable.

\_\_\_\_ Track and document on children's goal forms and ensure documentation of each domain per week/per child.

\_\_\_\_ Using the daily lesson plans prepare the materials/supplies for the arrival of the children.

\_\_\_\_ Assist the teacher in making environment changes for the current month's theme.

\_\_\_\_ Assist the teacher in completion of the Outcome measures, portage, and the Kindergarten transition checklist by sharing your observations of each child.

**Full Day Teacher Assistants**

\_\_\_\_ Each day, (during rest time) review the parent sign in and out forms. Ensure the dates and times are legible and done in ink. If not legible, write the correct time/date at the side of the column and initial the changes.

\_\_\_\_ Full Day Staff, gather the sign in/out forms and classroom attendance and set on teacher's desk.

\_\_\_\_ Fill out the top part of the parent sign in/out form and place on child's clipboard or in the file folder box.

\_\_\_\_ EHS Assistants: Record times and amounts on the infant/toddler individual feeding logs. Document diaper and nap times on the diapering/toileting/sleeping chart for each infant/toddler.

**Operations**

\_\_\_\_ Perform outdoor playground sweeps prior to outdoor play.

\_\_\_\_ Complete the daily cleaning list/schedule and initial/date the cleaning log

\_\_\_\_ With the center team, complete the marked items on monthly health and safety checklist.

\_\_\_\_ Begin to prepare for May shutdown by cleaning and organizing closets and storage areas.

**Teacher requested duties**

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## Teacher Assistant Timelines

May

Center \_\_\_\_\_

Teacher Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date reviewed \_\_\_\_\_

### Professional development

\_\_\_\_ Meet with the supervising teacher to review the teacher assistant observation. Discuss and make a plan for next month's observation targeting PDP goals

\_\_\_\_ Review your PDP with the supervising teacher. Update as needed.

\_\_\_\_ Send in copies of completed ECE course work, conferences, and trainings to the human resource assistant.

\_\_\_\_ Meet with the Ed Manager for the CDA training/coaching sessions. Complete each unit as documented on the PDP.

\_\_\_\_ Attend and participate in the center monthly staff meeting.

### Classroom duties:

\_\_\_\_ Continue to translate on home visits as applicable.

\_\_\_\_ Continue to assist the teacher by putting together the child portfolios.

\_\_\_\_ Track and document on children's goal forms and ensure documentation of each domain per week/per child.

\_\_\_\_ Using the daily lesson plans prepare the materials/supplies for the arrival of the children.

\_\_\_\_ Assist the teacher in making environment changes for the current month's theme.

### Full Day Teacher Assistants

\_\_\_\_ Each day, (during rest time) review the parent sign in and out forms. Ensure the dates and times are legible and done in ink. If not legible, write the correct time/date at the side of the column and initial the changes.

\_\_\_\_ Full Day Staff, gather the sign in/out forms and classroom attendance and set it on the teacher's desk.

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\_\_\_\_ EHS Assistants: Record times and amounts on the infant/toddler individual feeding logs. Document diaper and nap times on the diapering/toileting/sleeping chart for each infant/toddler.

### Operations

\_\_\_\_ Perform outdoor playground sweeps prior to outdoor play.

\_\_\_\_ Complete the daily cleaning list/schedule and initial/date the cleaning log

\_\_\_\_ With the center team, complete the marked items on monthly health and safety checklist.

\_\_\_\_ Prepare the classroom for cleaning and maintenance over summer break

\_\_\_\_ With the center team, complete the following for shut down:

- Clean/organize all storage areas.
- Wash walls and light switch fixtures
- Clean the classroom chairs
- Clean window sills
- Clean office area
- Take home all personnel items

### Teacher requested duties

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**Teacher Assistant Timelines**

**June**

Center \_\_\_\_\_

Teacher Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date reviewed \_\_\_\_\_

**Professional development**

\_\_\_\_ Meet with the supervising teacher to review the teacher assistant observation. Discuss and make a plan for next month's observation targeting PDP goals

\_\_\_\_ Review your PDP with the supervising teacher. Update as needed.

\_\_\_\_ Send in copies of completed ECE course work, conferences, and trainings to the human resource assistant.

\_\_\_\_ Meet with the Ed Manager for the CDA training/coaching sessions. Complete each unit as documented on the PDP.

\_\_\_\_ Attend and participate in the center monthly staff meeting.

**. Classroom duties:**

\_\_\_\_ Continue to translate on home visits as applicable.

\_\_\_\_ Track and document on children's goal forms and ensure documentation of each domain per week/per child.

\_\_\_\_ Using the daily lesson plans prepare the materials/supplies for the arrival of the children.

\_\_\_\_ Assist the teacher in making environment changes for the current month's theme.

\_\_\_\_ Assist the teacher in completion of the portage by sharing your observations of each child.

**Full Day Teacher Assistants**

\_\_\_\_ Each day, (during rest time) review the parent sign in and out forms. Ensure the dates and times are legible and done in ink. If not legible, write the correct time/date at the side of the column and initial the changes.

\_\_\_\_ Full Day Staff, gather the sign in/out forms and classroom attendance and set it on the teacher's desk.

\_\_\_\_ Fill out the top part of the parent sign in/out form and place on child's clipboard or in the file folder box.

\_\_\_\_ EHS Assistants: Record times and amounts on the infant/toddler individual feeding logs.

Document diaper and nap times on the diapering/toileting/sleeping chart for each infant/toddler.

**Operations**

\_\_\_\_ Perform outdoor playground sweeps prior to outdoor play.

\_\_\_\_ Complete the daily cleaning list/schedule and initial/date the cleaning log

\_\_\_\_ With the center team, complete the marked items on monthly health and safety checklist.

\_\_\_\_ Prepare the classroom for cleaning and maintenance over summer break.

**Teacher requested duties**

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## Teacher Assistant Timelines

July

Center \_\_\_\_\_

Teacher Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date reviewed \_\_\_\_\_

### Professional development

\_\_\_ Meet with the supervising teacher to review the teacher assistant observation. Discuss and make a plan for next month's observation targeting PDP goals

\_\_\_ Review your PDP with the supervising teacher. Update as needed.

\_\_\_ Send in copies of completed ECE course work, conferences, and trainings to the human resource assistant.

\_\_\_ Meet with the Ed Manager for the CDA training/coaching sessions. Complete each unit as documented on the PDP.

\_\_\_ Attend and participate in the center monthly staff meeting.

### Classroom duties:

\_\_\_ Continue to translate on home visits as applicable.

\_\_\_ Continue to assist the teacher by putting together the child portfolios.

\_\_\_ Track and document on children's goal forms and ensure documentation of each domain per week/per child.

\_\_\_ Using the daily lesson plans prepare the materials/supplies for the arrival of the children.

### Full Day Teacher Assistants

\_\_\_ Each day, (during rest time) review the parent sign in and out forms. Ensure the dates and times are legible and done in ink. If not legible, write the correct time/date at the side of the column and initial the changes.

\_\_\_ Full Day Staff, gather the sign in/out forms and classroom attendance and set on teacher's desk.

\_\_\_ Fill out top part of parent sign in/out form and place on child's clipboard or in the file folder box.

\_\_\_ EHS Assistants: Record times and amounts on the infant/toddler individual feeding logs.

Document diaper and nap times on the diapering/toileting/sleeping chart for each infant/toddler.

### Operations

\_\_\_ Perform outdoor playground sweeps prior to outdoor play.

\_\_\_ Complete the daily cleaning list/schedule and initial/date the cleaning log

\_\_\_ With the center team, complete the marked items on monthly health and safety checklist.

\_\_\_ Prepare the classroom for cleaning and maintenance over summer break

\_\_\_ With the center team, complete the following for shut down:

- Clean/organize all storage areas.
- Wash walls and light switch fixtures
- Clean the classroom chairs
- Clean window sills
- Clean office area
- Make sure all laundry is done and nothing is left in the washer/dryer.
- Take home all personnel items

### Teacher requested duties