

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 or call 1-800-424-4310 or provide documentation of enrollment in/completion of a CDA or higher credential
- _____ Meet with your supervisor and CFS 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:

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 CFS 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

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 CFS 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

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 CFS 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

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 CFS 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

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 CFS 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

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 CFS 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 CFS 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

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 CFS 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

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 CFS 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.

____ 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

____ 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

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 CFS 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

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 CFS 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