

EHS Task and Activity Guide

Specialist 2022-2023

Daily

- ☐ Complete electronic timesheet and mileage sheet as directed.
 - ☐ Check mail, email, phone messages and center log.
 - ☐ Complete destination log.
 - ☐ Complete assigned cleaning tasks.
 - ☐ Complete Child observations, enter into data system.
 - ☐ Follow up on emergent items.
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Class Days

- ☐ Ensure daily safety inspection of indoor/outdoor classroom is completed prior to children arriving.
 - ☐ Set up curriculum materials according to lesson plan, implement planned individualization, including IFSP goals, implement universal support strategies (as per child guidance procedure) and enter into data system.
 - ☐ Perform health checks.
 - ☐ Using the Daily Attendance Task Assignment, call the family of unexpectedly absent child within one hour of class start time to determine reason for absence/child safety.
 - ☐ Participate in all classroom activities, routines and meaningful interactions with children.
 - ☐ Perform redundant counting, inside to outside, outside to inside and during transitions. Then update the classroom whiteboard.
 - ☐ Record attendance per the attendance procedure using the Playground data system
 - ☐ Record illness per guidance using the Playground data system
 - ☐ Complete medication administration paperwork with parent signatures.
 - ☐ Monitor children's food allergies.
 - ☐ Fill out Ouch Reports and Challenging Behavior Observations as needed. Follow up with parent, obtain signature, enter into Shine, then shred
 - ☐ Provide breaks as needed as assigned by Site Manager.
 - ☐ Support professional development plans of Teacher Assistant.
 - ☐ Implement Curriculum with fidelity.
 - ☐ Gather child observations.
 - ☐ Debrief/Check in with team about pertinent information from the day or for the following day.
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Weekly

- ☐ Attend Education planning meeting: complete team debrief and individualization of lesson plans (consider individualization supporting IFSP goals, activities supporting MH service plans, child goals, family and child input, and emergent issues).
- ☐ Review IFSPs, track IFSP Goals, and check communication log.
- ☐ Evaluate classroom environment and make changes as needed.
- ☐ Set up environment for the next week.
- ☐ Submit completed lesson plans to Education Supervisor or other designated staff as assigned.
- ☐ Gather resources for family for home visits.
- ☐ Document home visit summary, and family input with planning, into Shine (within 24 hrs. of visit).

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Bimonthly

- ☐ Review health exclusions, chronic conditions, guidance, temporary restraining orders/custody orders, DHS plans.
 - ☐ Attend Center Meeting.
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Monthly

- ☐ Complete fire/evacuation and other drill each month.
 - ☐ Review guidance plan with teaching team and parents, update as needed and document in data system.
 - ☐ Participate in monthly one-to-one reflective supervision with Site Manager.
 - ☐ Meet with Ed Department Staff to debrief classroom observations/access support with child guidance plans (as scheduled).
 - ☐ Review observations by Objectives Report and the Class Profile Report in My Teaching Strategies.
 - ☐ Participate in your centers Mental Health Consultation.
 - ☐ Initiate shared family contact with Head Start Family Advocate (if applicable).
 - ☐ Check health & dental needs, create or update plans, document follow-up.
 - If the family cannot provide dental or medical home or source of insurance, update the plan to show progress to getting them (possible Community Health Worker Referral when needed).
 - ☐ Check immunization alert and compare to child CIS, update if needed, send copy to health.
 - ☐ Update Family Life Practice/Family Goals (and Transition Goal when applicable) in Shine.
 - ☐ Review Family Strengths and Needs (FSN) and update scores when appropriate, and update Special Service Plans (SSP) (if applicable) in Shine.
 - ☐ Attend PFCE meetings.
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Four Times Annually

- ☐ Complete Checkpoints.
 - ☐ Complete Family Conference Forms and Family Progress Reports.
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Three Times Annually

- ☐ Update Individual Care Schedule (during Fall, Winter, and Spring Family Conferences).
 - ☐ Participate in safety and sanitation walk-through.
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Annually

- ☐ Complete Fidelity Tool Teacher Checklist with teaching team in accordance with Dates and Deadlines.
- ☐ Complete and review self-assessment using the assigned Success Rubric.
- ☐ Participate in a minimum of 15 hours of professional development training.
- ☐ Participate in coaching/professional development as assigned.
- ☐ Participate in Mental Health Consultant classroom observation and debrief.
- ☐ Complete Mandatory trainings as determined by HR department.
- ☐ Certified Infant Massage Instructor (CIMI) Recertification (Staff TBD).
- ☐ Complete Transition Conference by age 32 months.

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- ☐ Complete Transition Report one week prior to child's 3rd birthday or assigned at the end of the year.
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Ongoing/As Needed

- ☐ Provide training to Center Parent Meeting as assigned.
 - ☐ Certified Infant Massage Instructor (CIMI) Recertification (If Applicable, Staff TBD).
 - ☐ Review electronic child files in Shine.
 - ☐ Review incoming Disabilities paperwork.
 - ☐ Participate in Mental Health Consultant classroom observation and debrief.
 - ☐ Provide initial home visit and Individual Care Plan for all children, including children entering the program mid-year.
 - ☐ Provide developmental and behavioral screenings (ASQ/ASQSE) within 45-days of enrollment and ongoing as needed for monitoring child's developmental progress.
 - ☐ Support hearing and vision screenings at center to be completed within 45 days of enrollment.
 - ☐ Attend IFSP meeting, and document IFSP meeting summary in data system.
 - ☐ Develop activities prior to hearing and vision screenings, dental exam, speech services, etc.
 - ☐ Complete child abuse reports as needed.
 - ☐ Review Policies and Procedures and implement them, ask Center Managers for clarification as needed.
 - ☐ Attend consultations.
 - ☐ Support Parent Meetings as assigned
 - ☐ Attend PFCE trainings and Reflective Supervision.
 - ☐ Follow up with agency health department on any health/nutrition issues.
 - ☐ Maintain up to date TS Gold Inter Rater Reliability Certification, for Infant/Toddlers and Twos.
 - ☐ Support the home language acquisition of enrolled children.
 - ☐ Maintain current certifications: Food Handler's Card, CPR/First Aid, and Criminal Background Registry (CBR).
 - ☐ Meet with Site Manager to update PDP
 - ☐ Other tasks as assigned
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| <input type="checkbox"/> Refer to 0-5 Dates & Deadlines |
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