

Task and Activity Guide

0-5 Head Teacher 2022-2023

Daily

- ☐ Participate in all classroom activities and meaningful interactions with children
- ☐ Complete electronic timesheet and mileage sheet as directed
- ☐ Check mail, email, phone messages and center log
- ☐ Check-in with Teachers at assigned centers
- ☐ Complete destination log
- ☐ Set up curriculum materials
- ☐ Complete/assign cleaning tasks
- ☐ Perform Health Checks
- ☐ Implement planned individualization, including IFSP goals and curriculum, implement universal support strategies (as per child guidance procedure) and child observations, enter into data system
- ☐ Debrief with FA as needed
- ☐ Follow up on emergent items, e.g., such reports, behavior reports, parent family communications etc.
- ☐ Provide breaks as needed
- ☐ Ensure completion of all daily classroom, and outside safety checklist and sign off on checklist **before children arrive.**
- ☐ Provide coaching/mentoring for identified classroom staff – Debrief with staff after each observation
- ☐ Support Center as Sub-Director in absence of Site Manager
- ☐ Ensure staff at center receive breaks and lunch coverage -as needed/scheduled.
- ☐ Assist Site Manager with creating schedules for staff.

Weekly

- ☐ Facilitate Education planning and debrief meeting
 - ☐ Consider individualization including IFSP goals, family and child input, and emergent issues
 - ☐ School Readiness Goals
 - ☐ Evaluate classroom environment
 - ☐ Plan for health, mental health, safety, and nutrition activities
 - ☐ Post environment/lesson plans
 - ☐ Submit completed lesson plan to the Ed Supervisor or other designated person as assigned.
 - ☐ File in lesson plan/debrief binder
- ☐ Review and update IFSP Goal Tracking sheets , check communication log
- ☐ Set up environment for the week
- ☐ Review Matrix and Zone Map and Classroom Schedule with staff
- ☐ Review Nap Mat Map that maintains site and sound at all times and post (two feet apart if children are placed head to toe; or three feet apart otherwise - see OCC guidelines)
- ☐ Review observations by Objectives Report and the development and learning report for weekly focal children
- ☐ Assist Site Manager with setting up parent volunteers

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Twice Per Week

- ☐ Review health exclusions, chronic conditions, behavior plans at center meeting and ensure documentation is up to date in Shine

Monthly

- ☐ Plan and Complete fire/evacuation and other drills and document on lesson plans
- ☐ Review guidance plan, update as needed and document in SHINE
- ☐ Create and translate monthly calendars (HS), and post in classroom, send to AA.
- ☐ Plan monthly classroom cooking/nutrition activity and collaborate with cook
- ☐ Attend Center Meeting, lead ED trainings as assigned.
- ☐ Meet with Ed Department staff to debrief behavior concerns and/or update Guidance Plans

Every Other Month

- ☐ Attend Head Teacher meetings (See Dates and Deadlines)
- ☐ Participate in 1:1 with Site Manager

Two Times Annually

- ☐ Participate in safety and sanitation walk-through

Annually

- ☐ Participate in a minimum of 15 hours of professional development training
- ☐ Participate in Mental Health Consultant classroom debrief
- ☐ Communicate with families whose children are on the immunization exclusion list
- ☐ Obtain necessary health services training (allergy, med admin, robi-comb training for use in daily health checks)
- ☐ Assist with year-end tasks as needed
- ☐ HS- Ensure HS-Teacher Resource Bins include all listed items

Ongoing/As Needed

- ☐ Participate in Child Staffing with Family Advocate (See Dates and Deadlines)
- ☐ Support center staff 1:1s with SM as needed
- ☐ Attend EHS to HS transition meetings as needed
- ☐ Participate in Mental Health Consultant classroom debrief as needed
- ☐ Support center communication
- ☐ Provide training to Center Parent Meeting as assigned
- ☐ HS - Assess and add to child portfolios

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- ☐ Review all electronic child files and ALL SHINE tabs.
- ☐ Review incoming Disabilities paperwork
- ☐ Plan for newly enrolled child and family Initial Home Visit, developmental and behavioral screenings (ASQ & ASQ-SE) (45-day deadlines), health screenings, name tags (in accordance to program expectations), etc.
- ☐ Plan for/attend IFSP initial/annual meeting, mid-year, transition / document IFSP meeting summary in data system
- ☐ Plan for activities prior to hearing and vision screenings, dental exam, speech services, etc.
- ☐ Monitor children's food allergies
- ☐ Complete child abuse reports as needed
- ☐ Review Policies and Procedures
- ☐ Attend consultations
- ☐ Assist with recruitment for Spring selection
- ☐ HS - Participate in Kindergarten transition activities -individualized by school district.
- ☐ HS-Plan family days with cook input
- ☐ Follow up with health department on any health/nutrition issues
- ☐ Participate in assigned coaching group PLC/TLC's
- ☐ Maintain up to date TS Gold Inter Rater Reliability Certification
- ☐ Monitor assigned staff to ensure up to date Inter Rater Reliability
- ☐ Plan for Dual Language Learners: Initial Home Visits including development & behavioral screenings, conferences, classroom materials etc.
- ☐ Manage petty cash (if assigned)
- ☐ Implement child guidance plans
- ☐ Other tasks as assigned
- ☐ Review Task and Activity Guide with -EHS/HS-TA/CA- assigned staff annually or as needed
- ☐ Refer to/utilize Head Teacher Education Dates & Deadlines and 0-5 teacher/SP Dates & Deadlines
 - ☐ Refer to and utilize 0-5 Teacher TAGS

Supervisory Tasks

- ☐ Ed/ Site Manager/Head Teacher meetings and trainings
- ☐ Attend Required Trainings
- ☐ Participate in Class Division with Site Manager and Disability/Mental Health Manager (as needed).
- ☐ Support assigned Teachers to have highly engaging and developmentally appropriate Environments.
- ☐ Assist in the onboarding and Professional Development of new staff (as assigned)
- ☐ Support all staff to understand and follow all Agency policies and procedures.