

HS Task and Activity Guide

0-5 Teacher Assistant 2022-2023

Daily

- ☐ Participate in all classroom activities and meaningful interactions with children
- ☐ Complete electronic timesheet as directed
- ☐ Check mail, email, phone messages, and center log
- ☐ Complete destination log.
- ☐ Set up curriculum materials according to lesson plan
- ☐ Perform deep cleaning of center and playground (as assigned) to be done before or after classroom time.
- ☐ Cover breaks as needed as assigned by Site Manager
- ☐ Complete safety & sanitation checklist (as assigned)
- ☐ Perform health checks and tooth brushing
- ☐ Share information from families with teachers
- ☐ Implement planned individualization activities/items, including IFSP goals and curriculum, implement universal support strategies (as per child guidance procedure)
- ☐ Debrief/check-in with team about any pertinent information about the day or following day
- ☐ Gather & record child observations, enter into data systems as time allows
- ☐ Perform redundant counting, inside to outside, outside to inside and during transitions. Then update classroom whiteboard.
- ☐ Fill out Ouch Reports and Challenging Behavior Observations (as needed). Teacher/Specialist will follow up with parent about Challenging Behavior Observations.
- ☐ Follow classroom Matrix
- ☐ Monitor/be aware of children's food allergies
- ☐ Follow up on emergent items

Weekly

- ☐ Attend Education planning/debrief meeting—Team with teaching team for lesson planning, individualization (supporting IFSP goals, activities supporting MH service plans, child input, and emergent issues) and updating the classroom environment to support child goals and needs.
- ☐ Participate in classroom environment set up for the week, and prepare material
- ☐ Participate in child staffing (as directed)

Monthly

- ☐ Support your team with the completion of fire/evacuation and other drills and document on drill log.
- ☐ Attend center meeting (Twice Monthly)
- ☐ Attend Education training, Coaching and mentoring with Ed Dept.
- ☐ Meet with Ed Department Staff to debrief classroom observations/access support with child guidance plans (as scheduled).
- ☐ Participate in Guidance Plan meeting with teaching team as needed

Three Times Annually

- ☐ Participate in safety and sanitation walk-throughs

Two Times Annually

- ☐ Assist Area Assistant with child heights and weights

HS Task and Activity Guide

0-5 Teacher Assistant 2022-2023

Annually

- ☐ Participate in a minimum of 15 hours of professional development training
- ☐ Complete Mandatory trainings as determined by the HR department
- ☐ EHS ONLY- Review and complete self-assessment using the assigned Rubric
- ☐ Obtain necessary health services training (allergy, med admin, robi-comb training for use in daily health checks
- ☐ Participate in Mental Health Consultant classroom observation and debrief.

Ongoing/ As Needed

- ☐ Participate in consultations as needed
- ☐ Meet with Site Manager for 1:1
- ☐ Obtain/renew Food Handler's Card (if needed)
- ☐ Obtain/maintain CDA and/or be actively enrolled in an AA degree program
- ☐ Complete child abuse reports as needed.
- ☐ Review Policies and Procedures and implement them, ask Site Manager for clarification as needed.
- ☐ Support class in the absence of the teacher (as assigned)
- ☐ Bilingual Teacher Assistant provide interpretation for the initial home visits, developmental screenings, rescreens and family conferences, Bilingual Assistant provides translation (as assigned)
- ☐ Bilingual TA provide support in completion of Dual Language Learner checkpoints
- ☐ Be familiar with and assist with implementation of child guidance plans.
- ☐ Maintain Interrater Reliability Certification in MTS
- ☐ Participate in setting up classroom environment
- ☐ Environment:
 - ☐ Identify all interest areas—sign with picture or photograph; must include English, Spanish, or other appropriate languages, e.g., “Block Area”/ “Area de Bloques”
 - ☐ Label shelves and materials in home languages of children
 - ☐ Ensure children's allergies are posted and up to date.
 - ☐ Post hand-washing procedures in all appropriate languages
 - ☐ Provide adequate and appropriate equipment and materials consistent with cultural and ethnic backgrounds of children and families
 - ☐ Prepare children's cubbies with first names, photograph of child and/or family
 - ☐ Prepare children's name tags in accordance to program expectations (names and sticker)
- ☐ Participate in Center Orientation as assigned
- ☐ Attend education training
- ☐ Assist with recruitment for Spring selection
- ☐ HS ONLY-Gather and file portfolio contents and assist in preparing the folder for end of year
- ☐ Meet with Site Manager to update PDP
- ☐ Other duties as assigned.

<input type="checkbox"/> Refer to 0-5 Teacher/Specialist Dates & Deadlines
--

HS Task and Activity Guide

0-5 Teacher Assistant 2022-2023
