

# Task and Activity Guide

## 0-5 Teacher 2022-2023

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### 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
  - ☐ Complete destination log
  - ☐ Set up curriculum materials
  - ☐ Complete assigned cleaning tasks
  - ☐ Perform health checks
  - ☐ Set up curriculum material according to Lesson Plan Implement planned individualization, including IFSP goals and curriculum, implement universal support strategies (as per child guidance procedure) and enter into data system
    - ☐ Implement Curriculum to fidelity
  - ☐ Complete Child observations (including focal children), enter into MTS
    - ☐ EHS support teaching teams with their focal children's observations as needed
  - ☐ Participate in daily Teacher/Teacher Assistant debrief
  - ☐ Debrief with FA as needed
  - ☐ Record attendance per the attendance procedure using the Playground data system
  - ☐ Record illness per guidance using the Playground data system
  - ☐ Fill out Ouch Reports and/or Behavior Reports as needed. Follow up with Parent, obtain signature, enter into Shine and then shred
  - ☐ Follow up on emergent items, e.g., ouch reports, behavior reports, parent family communications etc.
  - ☐ Provide breaks as needed
  - ☐ Complete daily classroom safety checklist, including medication and paperwork
  - ☐ Ensure daily safety inspection of indoor/outdoor classroom is completed prior to children arriving.
  - ☐ Perform redundant counting, inside to outside, outside to inside and during transitions. Then update the classroom whiteboard.
  - ☐ Take scheduled office hours each class 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).
  - ☐ Facilitate Education planning meeting- (center planning in absence of HT, weekly with team)
  - ☐ Evaluate classroom environment and make changes as needed
  - ☐ Plan for health, mental health, safety, and nutrition activities
  - ☐ Post environment/lesson plans, and submit to Education Supervisor or another designated person as assigned in TS Gold
  - ☐ Review and update IFSP Goal Tracking sheets, check communication log
  - ☐ Set up environment for the week
  - ☐ Review observations by Objectives Report and the development and learning report for weekly focal children
  - ☐ Set up parent volunteers as needed
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### Twice Monthly

- ☐ Review health exclusions, chronic conditions, guidance, Temporary Restraining Order's/custody orders, DHS plans.
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### Monthly

- ☐ Complete fire/evacuation and other drills and document on lesson plans
  - ☐ Review guidance plan, update as needed and document in data system
  - ☐ Plan monthly classroom cooking/nutrition activity and collaborate with cook
  - ☐ HS-Create and translate monthly calendars, and post
  - ☐ Meet with Ed Department Staff to debrief Behavior concerns and/or update Guidance plans
  - ☐ Attend Center Meeting
  - ☐ Participate in your Centers Mental Health Consultation
  - ☐ EHS- Initiate shared family contact with Head Start Family Advocate (if applicable).
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### Three Times Annually

- ☐ Participate in safety and sanitation walk-through
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### Annually

- ☐ Participate in a minimum of 15 hours of professional development training and attend all required training.
  - ☐ Participate in Mental Health Observation and Classroom debrief
  - ☐ Obtain necessary health services training (allergy, med admin, robi-comb training for use in daily health checks)
  - ☐ Complete the Fidelity Tool Teacher Checklist in accordance with Dates and Deadlines.
  - ☐ EHS Review and self-assess using the assigned Success Rubric.
  - ☐ Participate in coaching/professional development as assigned.
  - ☐ EHS Complete Transition Conference by age 32 months
  - ☐ EHS Complete Transition Report one week prior to child's 3<sup>rd</sup> birthday or as assigned at the end of the year.
  - ☐ Complete End of the Year transition reports/final conference
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### Ongoing/As Needed

- ☐ Provide teacher talks at Center Parent Meeting as assigned
- ☐ Complete Checkpoints.
- ☐ Complete Family Conference Forms and Family Progress Reports.
- ☐ Participate in Staffing
- ☐ Participate in Mental Health Observation and Classroom debrief
- ☐ Support professional development plans of TAs and CAs as needed
- ☐ HS Assess and add to child portfolios
- ☐ Participate in 1:1 Site Manager/Teacher meeting, review PDP
- ☐ Complete Initial Home Visit prior to child starting
  - ☐ EHS Complete Individual Care Plan for all children prior to the first day of class
- ☐ Review new child electronic file in Shine
- ☐ Review incoming Disabilities paperwork
- ☐ Participate in Child Staffing

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- ☐ Plan for newly enrolled child and family initial home visit, pedestrian safety training, developmental and behavioral screenings (45-day deadlines), health screenings, name tags (in accordance with program expectations), etc.
  - ☐ Plan for/attend IFSP initial/annual meeting, mid-year, transition / document IFSP meeting summary in data system.
  - ☐ Post classroom daily schedule—photographs and words, classroom rules and the matrix
  - ☐ 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
  - ☐ Plan family days with cook input
  - ☐ Follow up with health department on any health/nutrition issues
  - ☐ Participate in assigned cohort/coaching group PLC/TLC's as assigned
  - ☐ Maintain up to date TS Gold Inter Rater Reliability Certification
  - ☐ Plan for dual language learners: initial home visits including development & behavioral screenings, conferences, classroom materials
  - ☐ Refer to Teacher/SP Dates & Deadlines
  - ☐ Obtain/renew Food Handler's Card (if needed)
  - ☐ Implement child guidance plans; See Child Guidance Procedure.
  - ☐ Meet with Site Manager to update PDP
  - ☐ 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 the home languages of children
    - ☐ 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)
  - ☐ Attend EHS to HS transition meetings as needed; see 0-5 Transition Procedure
  - ☐ Plan/Support orientation for families
  - ☐ HS- Work with SM to attend Kinder transition meetings as needed.
  - ☐ Other tasks as assigned
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| <input type="checkbox"/> Refer to 0-5 Teacher/Specialist Dates & Deadlines |
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