

Education Responsibilities and Shared Tasks

Teachers have primary responsibility tasks as outlined in the job description. Assistants have tasks they support. This procedure will be followed to help clarify these duties and how monitoring and support will happen. This is not a full and comprehensive list, but is provided to give guidance. If there are additional questions, please refer to your job description or ask your Center Manager.

Teacher - Primary Responsibility	Assistant Teacher - Assist with	Center Manager - Oversight
- Classroom physical environment following CC Fidelity tool and program policies and procedures - Full classroom set up changes occur only before class starts. - Support cleaning and organizing - Classroom Schedule - Changes made only with Ed Spec. approval - Lesson plans - complete and submitted to manager ensuring all required components are included - Child individualizing/small groups - Behavior support plan implementation and tracking - More than 50% of entered documentation and monitoring of AT's documentation - Meeting 1/3, 2/3, and finalization checkpoints. - Finalizing all children in all objectives - Home Visit and PTC - Completion of report cards	- Cleaning and organizing of classroom daily - Stocking art area - Organizing block area and dramatic play - Organizing library - Putting away classroom clutter - Prep of classroom for the next day and/or week - Gathering of materials - Locating books - Provide input on schedule - Select and implement transition activities if assigned - Child individualizing/small groups - Provide input for ITC's - Complete small groups as assigned - Behavior support plan - support tracking and implementation as outlined in the plan - Documentation - Collecting and entering documentation on a regular	- Ensuring all aspects of the class (schedule, room arrangement, etc.) meets program policies and procedures, licensing, and Performance Standards - Classroom meets CC fidelity tool - Facilitating classroom coverage - Teacher's weekly out of classroom work afternoon - Assistant teacher's monthly out of classroom work afternoon - Supporting those getting coaching in time for coaching tasks and meetings - Monitor lesson plan submissions - Monitor completion of 2-36a and 2-46, requesting support from Ed & Disabilities Specialist as needed - Monitor documentation - Staff meet 1/3, 2/3, finalization checkpoints - Approve newsletters, calendars, and notes being sent home - Ensure orders for materials

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and family conference forms - Classroom Newsletter, class calendar (if different than center), and other information sent home - Ensuring there is communication system that works for the classroom team, i.e. using a checklist, or to list	basis - Teacher may ask for specific documentation to be collected - Sharing input and using communication system that is established for the classroom team	requested are submitted Support teaming communication as needed, i.e. helping all members of the team listen and honor requests by other team members
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Admin will implement changes as needed to uphold a high level of quality throughout the program. This may include adjustments to classroom environment, schedule, or center upkeep. These changes must be implemented by staff with fidelity. Any changes must be discussed with Admin before being made by center staff.

Examples - Room arrangement : Assistants can provide input but cannot make changes without teacher approval, teachers have final say to meet the needs of their children and style as long it meets expectations. Center Managers can only override if there is a violation of program policy, licensing, performance standards, etc., and will loop in admin

Schedule: Assistant can provide input, teachers have final say as long as it meets expectations. Center Managers can only override if there is a violation of program policy, licensing, performance standards, etc., and will loop in admin

The following responsibilities are shared between the teacher and assistant teacher. (The teacher is ultimately responsible for overseeing these tasks .)

- Entering of lesson plans
 - Teachers may delegate to assistants the entering of one specific day's plan or delegate a specific time of day that the assistant is responsible for the activity. The teacher may not delegate both or the full plan.
- Behavior plan implementation and tracking
 - Assistant teachers are expected to be a part of the behavior plan support team and attend meetings.
 - Sole responsibility of implementation and tracking does not fall to the assistant.
 - Supporting children on behavior plans is the primary responsibility of the teacher.
- Documentation is a shared responsibility with the teacher responsible for the majority of the entered documentation.

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- Teachers may give assistants specific documentation to collect and enter
 - Teachers will monitor documentation that is entered for accuracy
- Small groups–
 - Teachers are responsible for leading a small group activity every day
 - Assistants may also do a small group activity. This activity and child choice needs prior teacher approval.
 - These groups are done at separate times during free choice one at the beginning and one at the end.
- Classroom Newsletters, calendars, notes to be sent home
 - Teachers are responsible for the information to be shared with families
 - Assistants can be responsible for the creating of the documents
 - Assistants can support sharing of ITC's and activities in SmartTeach
 - Assistants can create and send Ready Rosie playlists with guidance from the teacher to support children's goals.
 - Teachers will approve documents before sending them to CM for approval to be sent home

****Family Advocates and cooks do not share in nor are they a part of the above responsibilities.****