SAMPLE EMPLOYEE CERTIFICATION AND SCHEDULE – EMPLOYEE WTH FIXED SCHEDULE

<u>Employee:</u> Jane Doe <u>Position:</u> Instructional Assistant <u>School:</u> Lincoln Elementary <u>Certification Period:</u> 9/1/2017 to 1/31/2018

TYPE OF SCHEDULE:

____Daily <u>X</u>Weekly ___Biweekly ___Other: _____

Program or Cost Objective	Distribution of Time	
Title I, Part A - Federal	28%	
IDEA, Part B – Federal Special Ed	20%	
State or Local	52%	
Total	100%	

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45	8:00-8:45	8:00-8:45	8:00-8:45	8:00-8:45
Small Group	Small Group	Small Group Title	Small Group	Small Group Title
Title I Reading	Title I Reading	I Reading	Title I Reading	I Reading
8:45-9:30	8:45-9:30	8:45-9:30	8:45-9:30	8:45-9:00
Special ed.	Special ed.	Special ed.	Special ed.	Special ed.
support	support	support	support	support
9:30-9:45	9:30-9:45	9:30-9:45	9:30-9:45	9:30-9:45
Break	Break	Break	Break	Break
9:45-10:40	9:45-10:40	9:45-10:40	9:45-10:40	9:45-10:40
Small group	Small group	Small group	Small group	Small group
reading	reading	reading	reading	reading
10:40-11:10		10:40-11:10		10:40-11:10
Small group	10:40-11:40	Small group	10:40-11:40	Small group
math	2nd grade Title	math	2nd grade Title	math
11:10-11:40	I reading/math	11:10 – 11:40	I reading/math	11:10-11:40
2nd grade Title I		2nd grade Title I		2nd grade Title I
reading/math		reading/math		reading/math
11:40-12:10	11:40-12:10	11:40-12:10	11:40-12:10	11:40-12:10
Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
12:10-12:50	12:10-12:50	12:10-12:50	12:10-12:50	12:10-12:50
Special Ed	Special Ed	Special Ed	Special Ed	Special Ed
student support	student	student support	student support	student support
	support			
12:50-1:40	12:50-1:40	12:50-1:40	12:50-1:40	12:50-1:40
Small group	Small group	Small group	Small group	Small group
math	math	math	math	math
1:40 – 2:20	1:40 – 2:20	1:40 – 2:20	1:40 – 2:20	1:40 – 2:20
Small group	Small group	Small group	Small group	Small group
writing	writing	writing	writing	writing
2:20 – 2:35	2:20 – 2:35	2:20 – 2:35	2:20 – 2:35	2:20 – 2:35
Break	Break	Break	Break	Break
	2:35-3:10		2:35-3:10	
2:35 – 3:30	Title I lesson	2:35 – 3:30	Title I lesson	2:35 – 3:30
First grade Title I	planning	First grade Title I	planning	First grade Title I
reading/math	3:10-3:30	reading/math	3:10-3:30	reading/math
	Bus duty		Bus duty	