

SAMPLE EMPLOYEE CERTIFICATION AND SCHEDULE – EMPLOYEE WTH FIXED SCHEDULE

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

TYPE OF SCHEDULE:

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

Employee Signature _____

Date _____

Or

Supervisor Signature _____

Date _____