**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 \_X\_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 |