**\*\*ALL HIGHLIGHTED AREAS SHOULD BE AMENDED OR DELETED\*\***

Employee: \_\_\_\_Jane Doe\_\_\_\_\_\_\_\_\_

Position: Instructional Assistant

School: Lincoln Elementary

**Certification Period:**

 **7/1/2016 to 12/31/2016**

**Type of Schedule:**

**\_\_\_Daily**

**\_x\_Weekly**

**\_\_\_Biweekly**

**\_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Program or Cost Objective**  | **Distribution of Time** |
| Title I, Part A – Improving the Academic Achievement of the Disadvantaged | 45% |
| State or Local  | 30% |
| Gear Up | 25% |
| **TOTAL** | **100%** |
|  |  |

I certify that I performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period.

 \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date (after the fact)

**Note: This would be page 1 of the two page certification. The second page would be the consistent schedule which should identify the staff member and school in which they work.**

**2012–2013 SCHOOL YEAR SCHEDULE**

Employee: Jane Doe

Position: Instructional Assistant

School: Lincoln Elementary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *8:00-8:30*Consult with staff regarding Title I students/curriculum | *8:00-8:30*Consult with staff regarding Title I students/curriculum | *8:00-8:30*Consult with staff regarding Title I students/curriculum | *8:00-8:30*Consult with staff regarding Title I students/curriculum | *8:00-8:30*Consult with staff regarding Title I students/curriculum |
| *8:30-8:45*Break | *8:30-8:45*Break | *8:30-8:45*Break | *8:30-8:45*Break | *8:30-8:45*Break |
| *8:45-9:15*Special ed. support | *8:45-9:15*Special ed. support | *8:45-9:15*Special ed. support | *8:45-9:15*Special ed. support | *8:45-9:15*Special ed. support |
| *9:15-10:00*Small group reading | *9:15-10:00*Small group reading | *9:15-10:00*Small group reading | *9:15-10:00*Small group reading | *9:15-10:00*Small group reading |
| *10:00-10:30*Small group math | *10:00-11:00*2nd grade Title I reading/math | *10:00-10:30*Small group math | *10:00-11:00*2nd grade Title I reading/math | *10:00-10:30*Small group math |
| *10:30-11:00*2nd grade Title I reading/math | *10:30-11:00*2nd grade Title I reading/math | *10:30-11:00*2nd grade Title I reading/math |
| *11:00-11:30*Lunch Break | *11:00-11:30*Lunch Break | *11:00-11:30*Lunch Break | *11:00-11:30*Lunch Break | *11:00-11:30*Lunch Break |
| *11:30-11:45*Individual special ed. student catch-up | *11:30-11:45*Individual special ed. student catch-up | *11:30-11:45*Individual special ed. student catch-up | *11:30-11:45*Individual special ed. student catch-up | *11:30-11:45*Individual special ed. student catch-up |
| *11:45-12:35*Small group math | *11:45-12:35*Small group math | *11:45-12:35*Small group math | *11:45-12:35*Small group math | *11:45-12:35*Small group math |
| *12:35-1:05*Small group writing | *12:35-1:05*Small group writing | *12:35-1:05*Small group writing | *12:35-1:05*Small group writing | *12:35-1:05*Small group writing |
| *1:05-1:20*Break | *1:05-1:20*Break | *1:05-1:20*Break | *1:05-1:20*Break | *1:05-1:20*Break |
| *1:20-1:40*Title I prep | *1:20-1:40*Title I prep | *1:20-1:40*Title I prep | *1:20-1:40*Title I prep | *1:20-1:40*Title I prep |
| *1:40-2:30*First grade Title I reading/math | *1:40-2:30*First grade Title I reading/math | *1:40-2:30*First grade Title I reading/math | *1:40-2:30*First grade Title I reading/math | *1:40-2:30*First grade Title I reading/math |
| *2:30-3:30*Title I lesson planning and student learning plan follow-up | *2:30-3:00*Title I lesson planning  | *2:30-3:30*Title I lesson planning and student learning plan follow-up | *2:30-3:00*Title I lesson planning  | *2:30-3:30*Title I lesson planning and student learning plan follow-up |
| *3:00-3:30*Bus duty | *3:00-3:30*Bus duty |