

Classroom without a Teacher 5/18

Classroom: _____ Extra Pay Start Date: _____ Site Supervisor: _____ Teacher Signature: _____

This form is used to establish duties and deadlines for staff when a teacher position has been vacated permanently or temporarily. The Site Supervisor will use this form to plan for tasks that will need to be completed until the new teacher enters the classroom. Due dates must be established. The duties may be assigned to more than one staff but each staff needs to understand the process they are assigned to. This form will be completed and forwarded to Education Coordinator within a week of the vacancy. This form is given to the Fiscal Officer so pay differences can be given to the assigned staff.

Assigned to

Due Date

Who will **schedule & complete education contacts** and **share** developmental progress with families?

Who will complete TS GOLD **Checkpoints at the end of collection period**?

Who will **observe and document children's learning on TSGOLD**?

Who will plan and complete weekly **lesson plans/individual planning forms**?

Who will complete and send **Weekly Goals Charts/Inkind Reports** home?

Who will complete **screenings**? How many screenings are due?

Who will complete TSGOLD **Family Conference Reports**?

Who will view TSGOLD **Class Profile** and complete **Child Outcomes Worksheet** for the Curriculum Notebook?

Who will print TSGOLD **Report Card**, if child drops?

Staff understand the extra pay will not paid for holidays, vacations, training days, days off, etc.

Yes

No

List additional needs of this classroom.

List training needs for staff working with children or families.