

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Completing a Lesson Plan for Required Topics

Task	Person Responsible	Time to be Completed
1. Locate current month's required topics.	Teacher/Assistant Teacher	Monthly
2. Disability is any disability starting with ones you may have in your classroom. Resources and books are available in your classroom.	Teacher/ Assistant Teacher	Monthly/Weekly
3. Mental Health resources and books are available in your classroom. You can also consult with our Health Services Manager or other outside resources (e.g. library, health department, Centerstone, etc.)	Teacher/ Assistant Teacher	Monthly/Weekly
4. School Readiness Goals are provided until April. Use the ones assigned, there are 2 (two) for each week. After goals are no longer provided, use the blank templates located in the back of your lesson plan binder to create goals for the needs of your children. Ensure you also use any goals you may have missed due to school closures.	Teacher/ Assistant Teacher	Monthly/Weekly
5. Letter and number of the week are provided until April. These should be displayed on your bulletin board and reviewed daily. After April review the letters and numbers your children require extra practice on and/or letters and numbers that may not have been mastered due to school closures.	Teacher/Assistant Teacher	Monthly/Weekly
6. Alliteration: alliteration should be based on the letter of the week, as well as pulled from the samples provided in your lesson plan book. This should be embedded daily in everyday language.	Teacher/Assistant Teacher	Monthly/Weekly
7. Syllabication should be pulled from vocabulary with your "giant" words, and for name practice. Samples are provide in the lesson plan binder. Syllabication should be reviewed daily and imbedded in everyday language.	Teacher/Assistant Teacher	Monthly/Weekly
8. Rhyming: Should be pulled from letter of the week rhyme in your ABC Flip Chart, any rhyming song or game (Samples are provided in your lesson plan binder). Rhyming should be imbedded into daily activities.	Teacher/Assistant Teacher	Monthly/Weekly
9. Sight words: are provided until April or May they should be displayed on your bulletin board and reviewed daily during various activities.	Teacher/Assistant Teacher	Monthly/Weekly
10. Color and shape: are provided and should be displayed on your bulletin board and reviewed daily and imbedded into daily conversation. When they are no longer provided you can review any that your children still need support on.	Teacher/Assistant Teacher	Monthly/Weekly
11. Shared Group/ Shared Writing/Pictures/Evidence/Notes and Dates: document any pictures taken, shared writings and the dates they were done. At least 2 photos will be submitted weekly, via e-mail only. The subject line should indicate week and School Readiness Goal/Study. Materials in the classroom will be changed out to correlate with your School Readiness Goals/Study and Monthly Overview Topics; and changes will be noted in this section.	Teacher/Assistant Teacher	Monthly/Weekly

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12. Parent Curriculum Input/ Evidence: Parent suggestions on educational activities will be noted on lesson plans. When a parent makes a suggestion it should be noted in this space and on any papers or pictures you have from that activity or lesson. Any evidence you have should be included with your lesson plan submissions. Any place the suggestion appears on your lesson plan should be highlighted. Parent In-put should be solicited at parent meetings and included in your monthly newsletter.	Teacher/Assistant Teacher	Monthly/Weekly
13. Submit a copy of the Required Topics a month in advance.	Teacher/Assistant Teacher	Monthly/Weekly
14. Reflection on the Month: Take a moment to reflect on what worked and what did not work. Any suggestions you have should be documented before submitting your lesson plans to your Education Team.	Teacher/Assistant Teacher	Monthly
15. Then date, sign and submit Required Topics monthly to your Education Team	Teacher/Assistant Teacher	Monthly