

**East Missouri Action Agency, Inc. Head Start  
ASSISTANT TEACHER DAILY SCHEDULE EXPECTATIONS**

**Teacher:**

**Assistant Teacher:**

**Date:**

<b>Daily Schedule</b>	<i>Directions: Teacher, what do you want your classroom's assistant teacher(s) do to work effectively as a team? Be specific. Give a copy to the assistant teacher and a copy to your site manager.</i>
Arrival time	
Children sign-in	
Toileting/ Washing hands	
Eating	<ul style="list-style-type: none"> <li>• If your table has to wait, find something for the children to do such as talk with them or do fingerplays.</li> <li>• Help children serve themselves. You serve second helpings.</li> <li>• Teach children how to use the pitcher to pour their own drinks. Show them the place on their glass where they are to stop pouring.</li> <li>• Talk about things of interest to the children.</li> <li>• As they finish, teach children what to do with their eating utensils.</li> <li>• Have them wipe off their own place.</li> </ul>
Group time(s)	
Choice (or Work) Time	
Outdoor time	
Quiet time	
Transition times (list them)	