*Teacher Assistant/Ed Tech Supervision:*

Personnel Specific Discussion

* How are things going for you?
  + What is going well? Why?
  + What is not going well? Why?
* Status of Action Items assigned at Last Supervision
* Status of NEW Action Items.

Supervision:

* Staffing: performance and attendance, schedules/breaks
* Documentation: COPA
* Classroom observations/CLASS/ITERS/ECERS
* Professional Development/ Training hours
* Time Clock/PTO

Education:

* TSG Documentation
  + Observation # & quality
  + TSG Classroom Profile
  + Individualization
* Curriculum planning and implementation, classroom schedule

Special Services

* CDS
* BIR’s
* TCMH
* Clinical supervision with Eileen
* DHHS

ERSEA: Family Engagement

* Attendance (Monthly Attendance: report 201; Absentee Reasons: report 235; Child Absentee & Follow-up: report 236 )
* Policy Council
* Parent Committee Info. (submitted quarterly)
* Recruitment

Health & Safety:

* Health & Safety: playground, classroom cleaning and sanitation, 8on 8 checklist, yearly health and safety screening
* Incident Reports
* Drills: lockdown and fire
* Allergies ( report 542)
* Med box/Medication check/First Aid/ Spill kits complete
* Health Report ( report 402)
  + Is this progress meeting Supervisor’s expectations? \_\_\_\_\_\_\_\_Y \_\_\_\_\_\_\_\_\_N

Action Items and Due Dates (Actions to be taken, what (be specific), by whom, by when):

* Status of NEW Action Items assigned to Teacher.
* Status of NEW Action Items assigned to Teacher Assistant