

# SYSTEM SUPPORT

## Staff Schedule Checklist

| Essential Tasks and Duties                                 | Scheduled?                   |                             |
|------------------------------------------------------------|------------------------------|-----------------------------|
| Check-In (beginning of day)                                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Monitor & Prompt Support (throughout day)                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Social Skills Instruction (multiple sessions if necessary) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Data Entry (daily for DBRC & BSL)                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Check-Out (end of day)                                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| Other Tasks and Duties (as applicable)                                                                                    | Scheduled?                   |                             |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Escorts to/from bus or other transportation                                                                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Direct support in specific time/class periods                                                                             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Academic instruction for students in self-contained setting                                                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Lunch breaks for all staff                                                                                                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Conference time for teacher<br>(Plan social skills, build pathways, intervention development, paperwork, etc.)            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Collaboration with academic teachers (weekly)<br>(Provide training, solicit feedback, etc.)                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Behavior team meeting (weekly)<br>(Review schedule, evaluate student progress, train interventions, debrief crisis, etc.) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |