**Teacher and EA Matrix**

**How to use this document:** Plug in your daily schedule on the left hand side of the table. This document should be created together with your EA to decide what each teacher will be doing for each part of the day. This document should be revisited and edited as needed throughout the school year.

**Why this document is helpful:** Creating this document together with my EA has been powerful for the both of us because it assures that we are on the same page and can be our best possible team for the children. It is helpful because we know our roles and expectations for each part of the day and can utilize every minute of time with our students. Small things, like my EA placing journals and water cups out while I teach large group, have done wonders for cutting down on our transition times. I can fully focus on the lesson at hand and immediately send the children to their next task with no downtime, which has helped to eliminate behaviors that arise when children are waiting.

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| **Daily Schedule** | **Lead Teacher** | **Educational Assistant** |
| Arrival/Breakfast | Greets children.  Offers help with completing morning routine.  Assists with breakfast. | Greets families at the door.  Assists with Question of the Day as needed. |
| Carpet Games/ Transition | Engages with children on the carpet. Assists with student sign in. | Cleans up after breakfast.  Sends student to bathroom, assists with name tags. |
| Large Group | Teaches. | Supervises as needed.  Fills cups of water for recess.  Places journals and writing materials on tables. |
| Journals | Assists children in completing journal entries.  Assists children to complete morning sign-in.  Sends children to put on their jackets and assists as needed (weather permitting). | Sends remaining children to the restroom, assisting with name tags as needed.  Assists with student sign in as needed.  Monitors and engages with children at journal tables. |
| Transition Out of Classroom | Leads children in transition activity. | Assure all children are engaged and accounted for. |
| Outdoors/Global Learning | Engages with children.  Attends to any needs. | Engages with children.  Attends to any needs. |
| Transition Into Classroom | Leads children in transition activity.  Turn on Letter Sounds Video and engage with children on the carpet in saying letters and sounds. | Assure all children are engaged and accounted for.  Monitor hand washing. |
| Social Emotional Lesson | Prepares classroom for Small Groups. | Teaches. |
| Small Groups | Teaches two groups of students.  Attends to other students as needed. | Teaches two groups of students.  Attends to other students as needed. |
| Free Choice Interest Areas | Engages with children.  Attends to any needs.  Documents experiences. | Engages with children.  Attends to any needs.  Documents experiences.  Sends students to bathroom and removes nametags. |
| Clean Up/Transition to Carpet | Assures all children are cleaning up.  Sings and dances to the clean-up song with children who are on the carpet.  Leads group who are on the carpet in a Mighty Minute until all children are present. | Assures all children are cleaning up.  Assists in clean up as needed.  Leads children to carpet upon finishing. |
| Read Aloud | Leads children in the read aloud. | Cleans the tables.  Prepares the classroom for lunch. |
| Transition to Lunch | Engages children on the carpet.  Begins sending children to lunch when it is ready. | Prepares lunch and monitors students as they wash their hands and go to their tables. |
| Lunch | Engages in conversation and lunch with children.  Assists as needed.  Remains with children at tables until all children are dismissed from lunch. | Engages in conversation and lunch with children.  Assists as needed.  Begins to lay out cots as children begin finishing up their food. |
| Rest | After lunch clean up.  30 minute break.  Prepares materials for closing ceremony. | After lunch clean up.  30 minute break.  Prepares student folders for send home. |
| Closing Ceremony | Engages with students during discussion of our day.  Leads Shared Reading. | Puts cots away. |
| Dismissal | Converses with families.  Dismisses children. | Attends to students who are not yet dismissed. |