



## Task Title: Daily Classroom Schedule

### OALCF Cover Sheet – Practitioner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes ☐ No ☐

**Goal Path:** Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

**Task Description:** The learner will review a classroom schedule and answer questions about Educational Assistant (EA) activities throughout the day.

#### Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2

#### Materials Required:

- Pen/pencil and paper and/or digital device

## Learner Information

Teachers, educational assistants, early childhood educators, and other support staff often work together in one classroom. They have different roles and responsibilities throughout the day.

Read "Schedule and Staff Assignments for Classroom 106".

## **Schedule and Staff Assignments for Classroom 106**

Grade: 3

Teacher: Mr. Alex Tremblay

Educational Assistant: Ms. Jan Cortez

Educational Assistant: Mr. Gary Jones

### **Daily School Schedule**

8:10am-8:44am – Morning yard duty as assigned

8:44am-10:15am – Instructional Block A

10:15-10:30am – Recess (yard duty as assigned)

10:30am-12:00pm – Instructional Block B

12:00pm-1:00pm – Lunch and Recess (lunch supervision and yard duty as assigned)

1:00pm-3:05pm – Instructional Block C

3:05pm – dismissal (bus supervision and yard duty as assigned)

### **EA Assignments**

Ollie B. receives EA support from Ms. Cortez during both morning instructional blocks, A and B.

Sunni F. receives EA support from Mr. Jones during morning instructional block A.

Julianna E. receives EA support from Mr. Jones during morning instructional block B and afternoon instructional block C.

Aden L. receives EA support from Ms. Cortez during afternoon instructional block C.

### **Washroom Break Procedure**

Only two students may leave the classroom at one time for bathroom and/or water bottle refill breaks. Each student must take one of the two “I’m on a break” signs by the door when leaving the classroom.

EAs will accompany their assigned students on breaks out of the classroom if needed.

## **Supervision During Non-Instruction Time**

Note: The following schedule only reflects supervision assignments for staff in classroom 106. For a complete supervision schedule, please refer to the master schedule in the staff room. This is updated monthly.

### **May 2026 Supervision Schedule**

Monday: Ms. Cortez morning yard duty; Mr. Jones dismissal yard duty

Tuesday: Ms. Cortez morning yard duty

Wednesday: Mr. Jones dismissal yard duty

Thursday: Mr. Tremblay morning recess yard duty

Friday: Mr. Tremblay morning recess yard duty

Work Sheet

**Task 1: Name the EAs for the Grade 3 class.**

Answer:

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**Task 2: Who is Mr. Jones' assignment during morning instructional block A?**

Answer:

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**Task 3: What is the EA's responsibility when a student they support leaves the classroom?**

Answer:

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**Task 4: In May 2026, when does Mr. Jones have supervision duties?**

Answer:

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## Answers

**Task 1: Name the EAs for the Grade 3 class.**

Answer: Ms. Jan Cortez and Mr. Gary Jones

**Task 2: Who is Mr. Jones' assignment during morning instructional block A?**

Answer: Mr. Jones supports Sunni F. during morning instructional block A.

**Task 3: What is the EA's responsibility when a student they support leaves the classroom?**

Answer: The EA will accompany the student to provide support if needed.

**Task 4: In May 2026, when does Mr. Jones have supervision duties?**

Answer: Monday dismissal yard duty and Wednesday dismissal yard duty.

### Performance Descriptors

| Levels | Performance Descriptors                                                   | Needs Work | Completes task with support from practitioner | Completes task independently |
|--------|---------------------------------------------------------------------------|------------|-----------------------------------------------|------------------------------|
| A1.2   | scans text to locate information                                          |            |                                               |                              |
|        | locates multiple pieces of information in simple texts                    |            |                                               |                              |
|        | reads more complex texts to locate a single piece of information          |            |                                               |                              |
|        | follows the main events of descriptive, narrative and informational texts |            |                                               |                              |

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

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Instructor (print):

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Learner (print):

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