

Instructor Tasks Checklist												
Initial full or half box depending on completion	Week of: _____						Week of: _____					
	M	T	W	Th	F	S	M	T	W	Th	F	S
Beginning of Day Tasks												
Put sandwich board and slow boy out												
Put tear drop flag out												
Display and prep for special day												
Display greeting question (and game of the day if summer)												
Set thermostat (____)												
Turn on Check-In Tablets and prep tablets for the day												
Pass back essential items to binders												
End of Day Tasks												
Check Student Attendance												
Clean up from special day												
Clean tables and chairs												
Straighten tables, chairs, and stools												
Empty stars from punchers IN TRASH												
Sharpen/refill pencils and replace erasers												
Consolidate recycling												
Tidy waiting area												
Straighten binder shelves												
Windex front door, reward cabinet, and bathroom mirrors												
Restock utility belts												
Tidy bathrooms (sweep, refill TP, PT and soap)												
Chlorox wipe bathroom sinks and toilets												
Vacuum and empty filter in trash												
Plug tablets in for charging												
Bring in sandwich board and slow boy												
Set thermostat (78 or 65)												
Bring in flag												
Take out trash												
Organize games (summer)												
Turn Off All Tablets												
Downtime Tasks (done ____ time(s) per week)												
Empty Pencil Sharpener and Clean Shelf												
Create Binder Shells												
Print Assessments												
Refill Candy Bins												
Pass Back Items to Binders												
Fill reward cabinet												
Clean water fountains												
Dust bookshelves												
Water plant												
Replenish brochures and hiring cards												
Restock special day binder												
Cut scratch paper												
Refill mint jar												
Sharpen colored pencils by hand												
Clean dry erase boards and desk tools												
Restock pod supply binders												
Fill parent pack folders												
Clean microwave												
Tighten chairs and stools												
Swiffer bathroom												
Fix board game boxes												