

	Start Time	End Time	Total Time (round to 1/4 hour)	What did you work on? (brief description of overall project + specific task accomplished)	Topic	Area	Standards
8/28/17	2:00 PM	2:55	1.00	Lead a 504 meeting; Annual 504 written	Legal Compliance	Middle	6.4
8/29/2017	1:30	2:45	1.25	Lead a 504 meeting; Annual 504 written	Legal Compliance	Middle	6.4
8/29/2017	3:28	4:00	0.50	Triennial Planning Sheet/Tuesday Meetings	Organization, Planning, Scheduling, Communication	Middle	6.4, 6.2
8/30/2017	12:00	3:00	3.00	Attended a Diagnostician/Psychology	Collaboration with other Professionals	Elementary, Middle, High, & Central Office	5.2
8/30/2017	4:30	7:30	3.00	Back to School Night; met with parents	Community-School Relations	Middle	3.4, 5.1
8/31/2017	8:45	12:00	3.25	Created Accommodation Charts, 504 Acknowledgement forms, Casemanager Letters for both Special Ed and General Ed. Staff	Organization, Planning, Scheduling, Communication	Middle	1.3, 6.4
9/1/2017	10:15	10:30	0.25	Presented 504 information to school staff	Legal Compliance	Middle	1.3, 6.4
9/1/2017	11:00	11:55	1.00	Lead a SEC meeting ; Set up Homebound Services	Legal Compliance	Middle	6.4
9/1/2017	12:00	12:55	1.00	Lead a medical 504 meeting; Annual 504 written	Legal Compliance	Middle	6.4
9/1/2017	1:00	2:00	1.00	Lead a medical 504 meeting; Annual 504 written	Legal Compliance	Middle	6.4
9/5/2017	7:50	8:20	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
9/6/2017	7:50	8:20	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
9/6/2017	12:27	3:10	2.75	Triennial Planning Sheet/Tuesday Meetings	Organization, Planning, Communication	Middle	1.3, 6.4
9/7/2017	7:50	8:20	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
9/8/2017	7:50	8:20	0.5	Hall Duty	Social Support, Discipline	Middle	1.3
9/8/2017	8:30	9:30	1	Designee IEP Amendment Meeting; Change of Placement and Services	Legal Compliance	Middle	6.4
9/8/2017	9:30	10:30	1.00	Designee IEP Amendment Meeting; Change of Placement and Services	Legal Compliance	Middle	6.4
9/8/2017	10:30	11:30	1.00	Designee IEP Amendment Meeting; Change of Placement and Services	Legal Compliance	Middle	6.4
9/8/2017	12:10	3:03	3.00	Triennial Planning Sheet/Tuesday Meetings	Organization, Planning, Communication	Middle	1.3, 6.4
9/11/2017	9:00	12:00	3.00	Attended a Diagnostician/Psychology/ESL	Collaboration with other Professionals	High, Middle, Elementary, & Central Office	2.1, 3.4, 7.2
9/11/2017	3:15	4:00	0.75	Co-Lead a Special Ed. Department Meeting	Collaboration with other Professionals	Middle	2.1, 3.4, 7.2

	Start Time	End Time	Total Time (round to 1/4 hour)	What did you work on? <i>(brief description of overall project + specific task accomplished)</i>	Topic	Area	Standards
9/12/2017	2:06	3:09	1.00	Triennial Planning Sheet/Tuesday Meetings	Organization, Planning, Communication	Middle	6.2, 6.4
9/13/2017	7:50	8:20	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
9/13/2017	12:10	13:15	1.00	CRISIS Training	Decision Making in the event of an emergency	Middle	2.2,6.1
9/14/2017	7:50	8:20	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
9/14/2017	10:48	12:02	1.25	Triennial Planning Sheet/Tuesday Meetings	Organization, Planning, Communication	Middle	6.2, 6.4
9/15/2017	7:50	8:20	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
9/16/2017	7:30	12:30	5.00	Meeting with PBL teams	Collaboration with other Professionals	PBL	2.1, 3.4, 7.2
9/18/2017	7:50	8:20	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
9/25/2017	3:15	4:10	1.00	Leadership Team Meeting	Community-School relations; Mission & Vision	Middle	1.1, 1.2, 1.3, 3.4, 5.3
9/26/2017	7:50	8:20	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
9/28/2017	1:45	2:30	0.75	PSAT meeting/Training	Assessment	Middle	4.4
9/29/2017	8:30 AM	2:15 PM	5.75	County Designee Meeting	Community-School relations; Mission & Vision	High, Middle, Elementary, & Central Office	1.1, 1.2, 1.3, 3.4, 5.3
9/30/2017	7:30 AM	12:30 PM	5.00	Meeting with PBL teams	Community-School relations; Mission & Vision	PBL	1.1, 1.2, 1.3, 3.4, 5.3
9/30/2017	6:30 PM	9:30 PM	3.00	Independent work on PBL	Community-School relations; Mission & Vision	PBL	1.1, 1.2, 1.3, 3.4, 5.3
10/2/2017	7:50 AM	8:20 PM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
10/2/2017	2:35 PM	3:20 PM	0.75	Bus Duty	Social Support, Discipline	Middle	1.3
10/3/2017	2:35 PM	3:20 PM	0.75	Bus Duty	Social Support, Discipline	Middle	1.3
10/3/2017	3:20 PM	4:20 PM	1.00	Manage Afterschool Homework Club	Support System for academic extracurricular activities	Middle	1.3
10/4/2017	7:50 AM	8:20 AM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
10/4/2017	1:45 PM	2:30 PM	0.75	Lead a medical 504 meeting; Annual 504 written	Legal Compliance	Middle	6.4
10/4/2017	2:35 PM	3:20 PM	0.75	Bus Duty	Social Support, Discipline	Middle	1.3
10/5/2017	2:35 PM	3:20 PM	0.75	Bus Duty	Social Support, Discipline	Middle	1.3

	Start Time	End Time	Total Time (round to 1/4 hour)	What did you work on? (brief description of overall project + specific task accomplished)	Topic	Area	Standards
10/5/2017	3:20 PM	4:20 PM	1.00	Manage Afterschool Homework Club	Support System for academic extracurricular activities	Middle	4.1,4.4,5.2,5.4
10/6/2017	7:50 AM	8:20 AM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
10/6/2017	2:35 PM	3:20 PM	0.75	Bus Duty	social Support, Discipline	Middle	1.3
10/9/2017	8:00 AM	4:00 PM	8.00	Symposium for Psychologists, Diagnosticians, School Social Workers, and Guidance Counselors	Collaboration with other Professionals	Elementary, Middle, High, & Central Office	1.1,1.2,1.3,3.4,5.3
10/10/2017	2:35 PM	3:20 PM	0.75	Bus Duty	Social Support, Discipline	Middle	1.3
10/11/2017	7:50 AM	8:20 PM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
10/11/2017	8:30 AM	12:20 PM	3.75	Administering PSAT	Assessment	Middle	4.4
10/12/2017	7:50 AM	8:20 PM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
10/13/2017	1:30 PM	2:00 PM	0.50	Learning Walks with Staff	Community-School relations; Mission & Vision	Middle	1.1, 1.2, 1.3, 3.4, 5.3
10/16/2017	4:30 PM	5:30 PM	1.00	Attending a Focus Meeting	Community-School relations; Mission & Vision	Elementary	1.1, 1.2, 1.3, 3.4, 5.3
10/17/2017	3:00 PM	5:00 PM	2.00	Provided information to teachers of students with 504's, SEC's, & IEP's/Tuesday Meetings	Organization, Planning, Communication, Legal Compliance	Middle	1.3, 6.4
10/17/2017	5:00 PM	6:00 PM	1.00	Back to School Night; Offered one on one Parent/Teacher Conferences	Community-School relations; Mission & Vision	Middle	1.1, 1.2, 1.3, 3.4, 5.3
10/18/2017	7:50 AM	8:20 AM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
10/18/2017	12:30 PM	1:15 PM	0.75	Learning Walks with Staff	Community-School relations; Mission & Vision	Middle	1.1, 1.2, 1.3, 3.4, 5.3
10/18/2017	3:40 PM	4:20 PM	0.75	Afterschool Football Duty	Support system for academic extracurricular activities	Middle	4.1,4.4,5.2,5.4
10/19/2017	7:50 AM	8:20 AM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
10/19/2017	1:45 PM	2:10 PM	0.50	Meeting with a parent to go over testing reports and answering questions they may have	Legal Compliance, Community-School relations	Middle	1.3, 4.4, 6.4
10/19/2017	3:20 PM	4:20 PM	1.00	Manage Afterschool Homework Club	Support system for academic extracurricular activities	Middle	4.1,4.4,5.2,5.4

Start Time	End Time	Total Time (round to 1/4 hour)	What did you work on? (brief description of overall project + specific task accomplished)	Topic	Area	Standards
10/20/201	7:50 AM	3:20 PM	7.50 day	Legal Compliance, Discipline	Middle	1.3, 4.4, 6.4
10/23/201	7:50 AM	8:20 AM	Hall Duty	Social Support, Discipline	Middle	1.3
10/23/201	3:45 PM	4:45 PM	Managing Afterschool Enrichment Club	Support system for academic extracurricular activities	Elementary	4.1,4.4,5.2,5.4
10/24/201	3:20 PM	4:20 PM	Manage Afterschool Homework Club	Support system for academic extracurricular activities	Middle	4.1,4.4,5.2,5.4
10/25/201	7:50 AM	8:20 AM	Hall Duty	Social Support, Discipline	Middle	1.3
10/26/201	7:50 PM	8:20 AM	Hall Duty	Social Support, Discipline	Middle	1.3
10/26/201	9:00 AM	10:00 AM	Contacting Parents to set up SEC, 504, Eligibility Meetings	Organization, Planning, Communication, Legal Compliance	Middle, Community	1.3, 6.4
10/26/201	10:00 AM	11:00 AM	Provided information to teachers of students with 504's, SEC's, & IEP's/Tuesday Meetings	Organization, Planning, Communication, Legal Compliance	Middle	1.3, 6.4
10/26/201	3:20 PM	4:20 PM	Manage Afterschool Homework Club	Support system for academic extracurricular activities	Middle	4.1,4.4,5.2,5.4
10/27/201	8:00 AM	2:30 PM	County Designee Meeting	Community-School relations; Mission & Vision	High, Middle, Elementary, & Central Office	1.1, 1.2, 1.3, 3.4, 5.3
10/28/201	7:30 AM	12:30 PM	Meeting with PBL teams	Community-School relations; Mission & Vision	PBL	1.1, 1.2, 1.3, 3.4, 5.3
10/30/201	7:50 PM	8:20 AM	Hall Duty	Social Support, Discipline	Middle	1.3
10/30/201	3:45 PM	4:45 PM	Managing Afterschool Enrichment Club	Support system for academic extracurricular activities	Elementary	4.1,4.4,5.2,5.4
10/31/201	7:50 AM	8:20 AM	Hall Duty	Social Support, Discipline	Middle	1.3
10/31/201	3:20 PM	4:20 PM	Manage Afterschool Homework Club	Support system for academic extracurricular activities	Middle	4.1,4.4,5.2,5.4
11/1/2017	7:50 AM	8:20 AM	Hall Duty	Social Support, Discipline	Middle	1.3
11/1/2017	6:00 PM	8:15 PM	Manage Evening Play Duty including handling Money	Support system for academic extracurricular activities	Middle	4.1,4.4,5.2,5.4

	Start Time	End Time	Total Time (round to 1/4 hour)	What did you work on? (brief description of overall project + specific task accomplished)	Topic	Area	Standards
11/2/2017	7:50 AM	8:20 AM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
11/2/2017	12:30	13:30	1.00	Designee IEP Amendment Meeting; FBA/BIP Behavior Intervention Plan	Legal Compliance	Middle	6.4
11/2/2017	3:20 PM	4:20 PM	1.00	Manage Afterschool Homework Club	Support system for academic extracurricular activities	Middle	4.1,4.4,5.2,5.4
11/3/2017	8:30	9:30	1.00	Created a professional goal w/ County Super.	Community-School relations; Mission & Vision	Middle & Central Office	1.1, 1.2, 1.3, 3.4, 5.3
11/6/2017	10:00	12:00	2.00	Attended a Diagnostician/Psychology monthly m	Community-School relations; Mission & Vision	High, Middle, Elementary, & Central Office	2.1, 3.4, 7.2
11/6/2017	3:45 PM	4:45 PM	1.00	Managing Afterschool Enrichment Club	Support system for academic extracurricular activities	Elementary	4.1,4.4,5.2,5.4
11/8/2017	7:50 AM	8:20 AM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
11/9/2017	3:30 PM	5:30 PM	2.00	Independent work on PBL	Community-School relations; Mission & Vision	PBL	1.1, 1.2, 1.3, 3.4, 5.3
11/10/2017	8:00 AM	5:30 PM	9.50	Meeting with PBL teams	Community-School relations; Mission & Vision	PBL	1.1, 1.2, 1.3, 3.4, 5.3
11/11/2017	2:00 PM	5:00 PM	3.00	Independent work on PBL	Social Support, Discipline	PBL	1.1, 1.2, 1.3, 3.4, 5.3
11/13/2017	7:50 AM	8:20 AM	0.50	Hall Duty	Support system for academic extracurricular activities	Middle	1.3
11/13/2017	3:45 PM	4:45 PM	1.00	Managing Afterschool Enrichment Club	Support system for academic extracurricular activities	Elementary	4.1,4.4,5.2,5.4
11/14/2017	3:20 PM	4:20 PM	1.00	Manage Afterschool Homework Club	Support system for academic extracurricular activities	Middle	4.1,4.4,5.2,5.4
11/15/2017	7:50 AM	8:20 AM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
11/16/2017	7:50 AM	8:20 AM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
11/16/2017	3:20 PM	4:20 PM	1.00	Manage Afterschool Homework Club	Support system for academic extracurricular activities	Middle	4.1,4.4,5.2,5.4

Start Time	End Time	Total Time (round to 1/4 hour)	What did you work on? (brief description of overall project + specific task accomplished)	Topic	Area	Standards
11/17/2017	10:50 AM - 3:20 PM	5.50	Both AP's were out at an A.P meeting, so the Principal allowed me to fill in for them for the day	Legal Compliance, Discipline	Middle	1.3, 4.4, 6.4
11/20/2017	7:50 AM - 8:20 AM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
11/20/2017	3:45 PM - 4:45 PM	1.00	Managing Afterschool Enrichment Club	Support system for academic extracurricular activities	Elementary	4.1, 4.4, 5.2, 5.4
11/27/2017	7:50 AM - 8:20 AM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
11/27/2017	3:45 PM - 4:45 PM	1.00	Managing Afterschool Enrichment Club	Support system for academic extracurricular activities	Elementary	4.1, 4.4, 5.2, 5.4
11/28/2017	3:20 PM - 4:20 PM	1.00	Manage Afterschool Homework Club	Support system for academic extracurricular activities	Middle	4.1, 4.4, 5.2, 5.4
11/29/2017	7:50 AM - 8:20 AM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
11/30/2017	7:50 AM - 8:20 AM	0.50	Hall Duty	Social Support, Discipline	Middle	1.3
11/30/2017	3:20 PM - 4:20 PM	1.00	Manage Afterschool Homework Club	Support system for academic extracurricular activities	Middle	4.1, 4.4, 5.2, 5.4
12/1/2017	1:45 PM - 2:30 PM	0.75	Manage school spelling bee in the cafeteria	Support system for academic extracurricular activities	Middle	4.1, 4.4, 5.2, 5.4
12/1/2017		156.00 Hr	Kate Johnson- Supervising AP for 1st Semester	Kate Johnson	12/1/2017	