

New Jersey Department of Education Illustrative Time and Activity Report for Federally Funded Staff

2020-2021 School Year - Monthly Reporting (split funded – not used for stipends)

Employee:

Certification Period: 7/1/20 to 7/31/20

Position:

LEA:

School:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00–8:30	Consult with staff regarding Title I students/curriculum	Consult with staff regarding Title I students/curriculum	Consult with staff regarding Title I students/curriculum	Consult with staff regarding Title I students/curriculum	Consult with staff regarding Title I students/curriculum
8:30–8:45	Break	Break	Break	Break	Break
8:45–9:15	Special ed. support	Special ed. support	Special ed. support	Special ed. support	Special ed. Support
9:15–10:00	Small group reading	Small group reading	Small group reading	Small group reading	Small group reading
10:00–10:30	Small group math	2 nd grade Title I reading/math	Small group math	2 nd grade Title I reading/math	Small group math
10:30–11:00	2 nd grade Title I reading/math	2 nd grade Title I reading/math	2 nd grade Title I reading/math	2 nd grade Title I reading/math	2 nd grade Title I reading/math
11:00–11:30	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
11:30–11:45	Individual special ed. student catch-up	Individual special ed. student catch-up	Individual special ed. student catch-up	Individual special ed. student catch-up	Individual special ed. student catch-up
11:45–12:35	Small group math	Small group math	Small group math	Small group math	Small group math
12:35–1:05	Small group writing	Small group writing	Small group writing	Small group writing	Small group writing
1:05–1:20	Break	Break	Break	Break	Break
1:20–1:40	Title I prep	Title I prep	Title I prep	Title I prep	Title I prep
1:40–2:30	First grade Title I reading/math	First grade Title I reading/math	First grade Title I reading/math	First grade Title I reading/math	First grade Title I reading/math

Time	Monday	Tuesday	Wednesday	Thursday	Friday
2:30–3:00	Title I lesson planning and student learning plan follow-up	Title I lesson planning	Title I lesson planning and student learning plan follow-up	Title I lesson planning	Title I lesson planning and student learning plan follow-up
3:00–3:30	Title I lesson planning and student learning plan follow-up	Bus duty	Title I lesson planning and student learning plan follow-up	Bus duty	Title I lesson planning and student learning plan follow-up

Program or Cost Objective	Distribution of Time
Title I, Part A — Improving the Academic Achievement of the Disadvantaged	42%
IDEA, Part B — Federal Special Education	13%
State or Local	45%
Total	100%

I certify that I performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period.

Employee Signature:

Date: 7/31/20

I certify that I have firsthand knowledge that the above employee performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period.

Supervisor Signature:

Date: 7/31/20