



**Classified Instructional Assistant Time Sheet
for Non-Traditional Instructional SKILLS Day**

Employee Name _____ Position _____

Employee ID _____

The activity recorded must relate to instruction or assessment. Once your contractual time is accounted for, submit your timesheet to your principal.

Date	Activity and Purpose	Time

I do solemnly swear that I performed my school duties listed in the time and activities provided.

Employee Signature

Total Time	
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Non-Traditional Instructional SKILLS Day

Consider the following suggestions as you complete the Classified Instructional Assistant Time Sheet. If you are uncertain if an activity is acceptable for inclusion on the Classified Instructional Assistant Time Sheet, seek administrative approval from your principal.

Acceptable Activities

- Instructional meetings with teachers
- Grade assignments/assessments
- Assist with lesson planning
- Collaborate with teachers
- Work with teachers to communicate packet information online
- Work with teachers to provide necessary accommodations/modifications for students with an IEP, 504, PLP, KSI, or GT plan
- Any other activity for which you receive administrative approval

All time sheets must be completed and submitted to principal within FIVE working days of SKILLS day.