

What Can I Do?

A Guide to Helping in the Classroom

When you have a free moment before activities or explanations begin OR after you complete your activity....

Remember, your assigned task comes first.

WITH STUDENTS during opening, seat work or work time

Assist students with directions

Listen to children (talking about a task, dictation, sharing ideas).

Read TO or WITH students

Supervise students working at centers, tables, etc.

Clean the sink

Wash out brushes, containers and vases; put away.

Wash cups, dishes and water bottles; put away

Look at the floor

Pick up papers, books, etc.

Check for tripping items; make areas safer

Check out centers

Straighten books in library

Straighten materials after reading the directions

Reattach bulletin board items, directions

Put away "stray items" that belong elsewhere

Replenish center and shared supplies

Check student tables

Sponge off glue, paste, paint and markers(leave the table dry and usable)

Reattach names and other tags on tables

Check student shelves

Pick up student backpacks, clothing, etc. that has fallen off the hooks

Put student mail, papers in appropriate place

Check adult desk or work area

Sort and hand out student work, newsletters, etc

Take collected items (Campbell labels, labels for education) to drop site

Sort out items for office, etc. and deliver if there is time

Cut, collate, staple, band, correct, etc. as indicated by the teacher's notes

File materials

IF STUDENTS ARE OUT OF THE ROOM:

Vacuum floor (corners and behind centers)

Wipe down chairs and tables

Clean white board (If using chemical spray be sure students are out 30 minutes;

Air out the room. ASK teacher what to leave on the board

Hang art on hooks over student areas

Sort out blocks, etc

Remove sticky tape from windows doors and walls. Clean off residue