



Assistant Teacher Daily Checklist



Please check each task completed and write the start time and end time for each task. Please Complete ALL 3 Mandatory Tasks			
Mandatory Daily Tasks- Complete ALL Tasks	Completed	Start Time	End Time
Beginning of Shift Tasks			
Clean all restrooms at the beginning of shift (wipe down sinks, walls, toilets, floors, and hand washing sink outside the restroom, and take out trash); Also, restock restrooms, if needed			
Clean main kitchen (wipe off counters, refrigerator, stove, microwave and all other appliances, wipe down walls, and sweep and/or mop floor, and take out trash)			
End of Shift Tasks			
Clean all restrooms at the end of shift; (wipe down sinks, walls, toilets, floors, and hand washing sink outside the restroom, and take out trash); Also, restock restrooms, if needed			
Please check each task completed and write the start time and end time for each task. Please complete a minimum of 4 tasks in the cleaning category.			
Cleaning	Completed	Start Time	End Time
During Shift Tasks			
Clean entrance area (clean windows and glass, wipe down reception desk, wiped down walls, and take out trash)			
Clean classrooms in Older Toddler and Preschool Areas (pick-up toys, wipe tables and chairs, and take out trash)			
Clean classrooms in Infant and Younger Toddler Areas (pick-up toys, and wipe tables and chairs, and take out trash)			
Clean infant/toddler kitchen (wipe off counters, refrigerator, stove, microwave and all other appliances, wipe down walls, sweep and/or mop floor, and take out trash)			
Clean 2 other areas			
End of Shift Tasks			
Sanitize toys in Infant and Younger Toddler Areas			
Sanitize toys in Older Toddler and Preschool Areas			
Sanitize cots and mattresses in Infant and Younger Toddler Areas			
Sanitize cots in Older Toddler and Preschool Areas			
Vacuum in Infant and Younger Toddler Areas			
Vacuum in Older Toddler and Preschool Areas			
Mop/clean floor in Infant and Younger Toddler Areas			
Mop/clean floor in Entrance, Hall, and Eating Areas			

**Please check each task completed and write the start time and end time for each task.
Please complete a minimum of 4 tasks in the teaching category.**

Teaching	Completed	Start Time	End Time
During Shift Tasks			
Assist with Teaching in the Infant and Young Toddler Areas			
Assist with Teaching in the Older Toddler and Preschool Areas			
Assist with Teaching in the School-age Area			
Assist with Assessing in the Infant and Young Toddler Areas			
Assist with Assessing in the Older Toddler and Preschool Areas			
Assist with Assessing in the School-age Area			
Assist with Recording Observations and/or Daily Activities in the Infant and Young Toddler Areas			
Assist with Recording Observations and/or Daily Activities in the Older Toddler and Preschool Areas			

**Please check each task completed and write the start time and end time for each task.
Please complete a minimum of 4 tasks in the organizing category.**

Organizing	Completed	Start Time	End Time
During Shift Tasks			
Organize Child Folders for accuracy and license in Reception Area; notify administrative staff of any information needed			
Organize Books in the Infant and Young Toddler Areas			
Organize Books in the Older Toddler and Preschool Areas			
Organize Toys in the Infant and Young Toddler Areas			
Organize Toys in the Older Toddler and Preschool Areas			
Organize- Other Materials			
Audit Materials; notify administrative staff of any materials needed			

Are You Doing the Following?

Working with Co-workers	YES	NO	SOMETIMES
I am friendly and respectful			
I strive to assume a fair share of work			
I communicate directly and avoid gossip			
I approach criticism with a learning attitude			
I look for ways to be helpful			
I solve conflict independently			

Additional Comments:

Goals and Plans for Improvement:

Name of Assistant: _____

Date of Checklist: _____