

# Project Prepare

## Task Analysis: The Zoning Plan

1	<p><b>Gather this information:</b> Prepare your zoning plan template</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building master schedule: Lunch, recess, activity classes, general education</li> <li><input type="checkbox"/> Related or specialized services: ST, OT, PT &amp; more (encourage push-in during learning rotations)</li> <li><input type="checkbox"/> Teacher plan &amp; lunch (how much time are you entitled to? Should be the same as gen ed)</li> <li><input type="checkbox"/> Para duties, breaks &amp; lunch</li> <li><input type="checkbox"/> Student Summary</li> <li><input type="checkbox"/> Personal Care Plans</li> </ul>
2	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Copy a provided template</b> from the training or</li> <li><input type="checkbox"/> <b>Create your own template</b></li> </ul>
3	<p><b>Plug in master schedule:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General education times</li> <li><input type="checkbox"/> Related services times</li> <li><input type="checkbox"/> Staff breaks, lunch &amp; planning</li> <li><input type="checkbox"/> Personal care plans (toileting, etc.)</li> <li><input type="checkbox"/> Recess, lunch, activity classes</li> </ul>
4	<p><b>Block out large group times</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Morning meeting/circle times</li> <li><input type="checkbox"/> Class bathroom trips, if applicable</li> <li><input type="checkbox"/> Snack, if applicable</li> </ul>
5	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>1:1 Instruction</b></li> </ul>
6	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Small group instruction</b>-Look for blocks of time &amp; make these your rotation/teaching times</li> </ul>
7	<p><b>Completing the draft</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Independent work stations</li> <li><input type="checkbox"/> Transitions to/from classroom</li> <li><input type="checkbox"/> Functional routines</li> <li><input type="checkbox"/> Play &amp; Social skills</li> <li><input type="checkbox"/> Career readiness</li> </ul>

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8	<p><b>Double-check</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check each time slot to make sure all students &amp; adults are assigned an activity/location</li> <li><input type="checkbox"/> IEP minutes-make sure students are scheduled for all IEP minutes &amp; all subject areas are addressed</li> </ul>
9	<p><b>Individual Staff Schedules</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Each para &amp; teacher should have their own copy of their schedule (folder or clipboard)</li> <li><input type="checkbox"/> Paras should know their location &amp; responsibility at all times</li> <li><input type="checkbox"/> It is important for paras to not be with the same student all day, even if they are a 1:1</li> <li><input type="checkbox"/> Encourage paraprofessionals to provide reflections on what is working and what is not</li> </ul>
10	<p><b>Reflect and Revise</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborate on what is working and what isn't</li> <li><input type="checkbox"/> Be specific: include date, time, area/station/center, positives and negatives</li> <li><input type="checkbox"/> Do not hesitate to make changes to the zoning plan</li> <li><input type="checkbox"/> Put the date of the change on the new zoning plan</li> </ul>
11	<p><b>Display Schedules</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Display classroom schedule in a location that is easy to access-admin coming in will love this!</li> <li><input type="checkbox"/> As revisions are made, new schedules should replace old versions</li> </ul>

<p><b>TESS Alignments</b></p> <p>1e: Designing coherent instruction</p> <p>2b: Establishing a culture for learning</p> <p>2c: Managing classroom procedures</p>	<p><b>High Leverage Practices</b></p> <p><u>Social/Emotional/Behavioral</u>  <i>HLP 7</i> - Establish a consistent, organized, and respectful learning environment by establishing and explicitly teaching expectations, providing prompting and error correction.</p> <p><u>Instruction</u>  <i>HLP 15</i> - Provide scaffolded supports by selecting powerful visual, verbal and written supports; carefully calibrated to student performance and understanding in relation to learning tasks; evaluate their effectiveness and gradually remove them once they are no longer needed.</p>
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