Staffing for Small Group and Intervention Worksheet

The purpose of this tool is to coordinate staffing and plan for instruction. Please follow the directions below to determine who is available to provide instruction during the multiple small group and intervention time blocks throughout the school. This tool is best used in coordination with an established school-wide schedule.

In the Small group and Intervention columns, please list **all individuals** who are available to provide instruction during a Small Group block and/or Intervention block. This should include, but may not be limited to; classroom teachers, special education teachers, paraprofessionals, Reading Teachers, Title 1 Teachers, ELL, special educators, etc. Please record names using the following format:

* + CT- [Classroom Teacher’s Last Name (first initial if duplicate names)]
  + SPED- [SPED teacher’s last name]
  + ELL- [ELL Last Name]
  + P- [Paraprofessional’s last name]
  + RT- [Reading Teacher’s last name]
  + T1- [Title 1 Teacher’s last name]
  + T- [Tutor’s last name]

Please list small group and intervention block times for each grade level where it says “Time:” (Ex: “Time: 10:00- 11:00).

**Grade Level Example**

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| **Small Group –** Time: 10:00-11:00 | **Intervention –** Time: 11:30-12:00 |
| *CT-Smith* | *RT-Jones* |
| *CT-Regan* | *SPED-Sandown* |
| *P-Robbins* | *ELL - Vincent* |

**Kindergarten**

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| **SMALL GROUP**  Time: | **INTERVENTION**  Time: |
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**First Grade**

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| **SMALL GROUP**  Time: | **INTERVENTION**  Time: |
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**Second Grade**

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| **SMALL GROUP**  Time: | **INTERVENTION**  Time: |
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**Third Grade**

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| **SMALL GROUP**  Time: | **INTERVENTION**  Time: |
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**Fourth Grade**

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| **SMALL GROUP**  Time: | **INTERVENTION**  Time: |
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**Fifth Grade**

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| **SMALL GROUP**  Time: | **INTERVENTION**  Time: | **TESTS** |
|  |  | **Phonics Indicator:**  **Threshold for passing:** |
|  |  | **Comprehension Indicator:**  **Threshold for Advanced Comp:** |
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