IMSE Teacher/Support Staff Checklist

Teachers should complete this checklist daily for each group of students with whom their support staff works.

Important Reminders

Teachers:
1. For each activity, check one item each for support staff and students to use.
2. Make sure to include any special instructions for each section.
3. Don't forget to check your Manual, IOG 2.0, and Digital Resources for additional activities and resources.

Support Staff:
1. Make sure to have all materials ready ahead of time.
2. Always have your flip chart out and turned to the correct steps.

Phonological Awareness

Elkonin Boxes Activity

Support Staff/Students use: Elkonin Boxes and tiles

other _____

Chaining Activity

Support Staff/Students use: tiles

other _____

Other Game/Activity

_____

Support Staff use: _____

Students use: _____

Special Instructions:

Three-Part Drill - Review concepts: _____

Visual
Support Staff use: card pack
                      slides
                      other _____

Auditory/Kinesthetic
Support Staff use: highlighted phoneme/grapheme chart

Students use: sand
                      dry-erase board
                      other _____

Blending
Support Staff use: card pack
                      slides
                      other _____

Vowel Intensive - Review vowels _____
Support Staff use: vowel chart
                      slides

Students use: vowel sticks
                      vowel tents
                      other _____

Special Instructions:

Teaching a New Concept - New concept: _____

Letter Formation

Support Staff/Students use: screen, green crayon, house paper

other _____

Decodable Readers

Support Staff/Students use: # _____

Rich Literature Connection

Support Staff use: book, poem or song _____

Special Instructions:

Word Dictation

1. _____   4. _____
2. _____   5. _____
3. _____   6. _____

Sentence Dictation

1. _____
2. _____

Support Staff use: list above

    Day 1, 2, or 3 (circle) words/sentences from Manual

Students use: 1.   dictation paper

    practice book

    dry-erase board

    2.   finger-tapping hands

    blending strip

    other _____

Special Instructions:

Red Words

Teach New Red Words

1. _____
2. _____
3. _____
4. _____
5. _____

Support Staff/Students use: screen, red crayon, red word paper/booklet

other _____

Review Red Words

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Support Staff use: game/activity _____

Special Instructions:

Syllable Division

Multisyllabic Words for Syllable Division

1. _____
2. _____
3. _____
4. _____

5. _____
6. _____
7. _____
8. _____

Support Staff/Students use:

1. strips of paper

   preprinted list of words

   houses

2. highlighters

   pencil or pen

Special Instructions: