

DAILY SCHEDULE FOR THE YEAR 2009- 2010

Thelma E. Ortiz- Parent Support Specialist

TIME	ACTIVITY
7:30- 8:00	In the office organizing volunteers or assisting parents
8:00- 11:00	Reserved time for Parent's classes, trainings, workshops. Team meetings. If none of this activities are scheduled, time will be used for planning time, complete unfinished business or conference with parents if there is the need.
11:00- 12:00	Check phone calls/ return phone calls, check and answer e-mails
12:00- 12:30	Lunch
12:30 - 2:30	Schedule home visits on Fridays.(unless I have a special request/emergency) / Portfolio Updating & Daily Reflections
2:30-3:30	Scheduled appointments, complete any unfinished work, start planning for the following day

This schedule has to be extremely flexible for the sake of meetings or any other event that may take place during the day

