# ADSIS Time and Effort General Requirements

**A schedule of the work day is all that is required.** It should start from the time the staff person arrives at work and end when they leave for the day. Any time the schedule changes, an updated copy should be sent/documented. Changes that affect the budget require the Expenditure Change Request form with the new salary and benefits to be submitted.

**Example Schedule for Time and Effort**

| Before School | 7:30-8:00 | ADSIS: PREP |
|---|---|---|
| **Hour 1** | 8:00-9:00 | ADSIS: Read 180 |
| **Hour 2** | 9:00-10:00 | ADSIS: System 44 |
| **Hour 3** | 10:00-11:00 | ADSIS: Spring Math |
| **Lunch** | 11:00-11:30 | Lunch |
| **Hour 4** | 11:30-12:30 | ADSIS: Spring Math |
| **Hour 5** | 12:30-1:30 | ADSIS: Read 180 |
| **Hour 6** | 1:30-2:30 | ADSIS: PREP |
| **After School** | 2:30-3:30 | ADSIS: PREP |

**Clarifications**

| ADSIS Time Can Be | ADSIS Time Cannot Be |
|---|---|
| • Planned, direct services to students<br>• Prep Time - only for 100% ADSIS staff<br>    ○ Before school<br>    ○ During school<br>    ○ After school | • Substituting for a Classroom Teacher<br>• Professional development<br>• Coaching<br>• Supervision<br>• Data Collection/Testing/Screening<br>• Addressing day-to-day behaviors as they arise<br>• Prep Time – for non-100% ADSIS staff |

- **Schedule Changes:** Requires you to submit or document the change
    - Cancelling groups to go on a field trip
    - Cancelling groups to substitute for a classroom teacher
    - Cancelling groups to test students
    - Professional Development Day
    - Entire group of students are out sick and you substitute it with supervision
- **Not a Schedule Change**
    - Cancelled groups substituted with ADSIS Prep
    - Sick Day/Personal Day
    - Snow Day
- **Multiple funding streams:** Note if the teacher/coach activity is ADSIS, CEIS, Title I, etc.