



Staff Zoning Chart Directions

Fill out Staff Zoning Chart, by entering the activities and transitions in the left-hand column, then what the lead teacher and assistants should be doing during each of those activities and transitions.

During activities, think about who should be leading the activity, who should be supporting through the transition to the activity and who should be cleaning up from the previous activity.

During transitions think about assigning one adult to clean-up the previous activity and support children who are still finishing, and another adult to begin the next activity, welcoming children over and supporting their engagement. If there is a third adult available, they could be setting up for the next activity and taking care of extra tasks (i.e., taking children to the bathroom, making phone calls, organizing papers to go home in backpacks). Post this chart in your classroom to reference on a daily basis. See examples below for both a 3 and 2 person classroom team.

Staff Zoning Chart for 3 Staff Members

activities/transitions	staff person a	staff person b	staff person c
Arrival	Greet students, get them engaged	Set up	Support kids with cubbies
Transition	Lead transition	Clean up	Greet kids at new activity

Staff Zoning Chart for 2 Staff Members

activities/transitions	staff person a	staff person b
Arrival	Greet students & help kids at cubbies	Set up
Transition	Lead transition	Help kids finishing & clean up