**\*\*ALL HIGHLIGHTED AREAS SHOULD BE AMENDED OR DELETED\*\***

Employee: Jane Doe

Position: Career Guidance Coordinator

School: Cony High School

**Certification Period:**

 **7/1/2016 to 12/31/2016**

**Type of Schedule:**

**\_\_\_Daily**

**\_x\_Weekly**

**\_\_\_Biweekly**

**\_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Program or Cost Objective**  | **Distribution of Time** |
| Perkins | 60% |
| State or Local  | 40% |
| **TOTAL** | **100%** |
|  |  |

I certify that I performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period.

 \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date (after the fact)

**Note: This would be page 1 of the two page certification. The second page would be the consistent schedule which should identify the staff member and school in which they work.**

**2012–2013 SCHOOL YEAR SCHEDULE**

Employee: Jane Doe

Position: Career Guidance Coordinator

School: Cony High School

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *7:10-7:30**Meet with CTE Administrators* | *7:10-7:30**Meet with CTE Administrators* | *7:10-7:30**Meet with High School Administrators* | *7:10-7:30**Meet with CTE Administrators* | *7:10-7:30**Meet with High School Administrators* |
| *7:30 to 7:50*Break | *7:30 to 7:50*Break | *7:30 to 7:50*Break | *7:30 to 7:50*Break | *7:30 to 7:50*Break |
| 7:50 – 11:30 Meet with CTE students | 7:50 – 11:30 Meet with CTE students | 7:50 – 11:30 Meet with High School students | 7:50 – 11:30 Meet with CTE students | 7:50 – 11:30 Meet with High School students |
| *11:00-11:30*Lunch Break | *11:00-11:30*Lunch Break | *11:00-11:30*Lunch Break | *11:00-11:30*Lunch Break | *11:00-11:30*Lunch Break |
| *11:30-1:30*Participate in CTE classroom activities or business connections | *11:30-1:30*Participate in CTE classroom activities or business connections | *11:30-1:30*Participate in High School classroom activities  | *11:30-1:30*Participate in CTE classroom activities or business connections | *11:30-1:30*Participate in High School classroom activities or business connections |
| 1:30 – 2:00 Prep for CTE  | 1:30 – 2:00 Prep for CTE  | 1:30 – 2:00 Prep for High School  | 1:30 – 2:00 Prep for CTE  | 1:30 – 2:00 Prep for High School |