



JCCS Digital Learning Days Staff Expectations Summary

CERTIFIED STAFF

All Teachers

- Prepare online learning lessons
- Post class activity in appropriate format by 9am (google classroom, webpage, etc)
- Hold two office hours on inclement weather day (**PreK-5th: 9:30--10:30 am & 2:00--3:00 pm**) (**6th-12th: 10:00 --11:00 am & 1:30--2:30 pm**)
- If inclement weather event extends beyond two days, teachers will provide feedback to all students who completed and submitted assignments electronically. Evidence of feedback must be available to share with principal during the assigned office hour days and upon return to traditional school day.

CLASSIFIED STAFF

- Work with immediate supervisor to plan for make--up time of hours missed. When online work is appropriate, the supervisor will develop trainings or assignments that will be beneficial to the job role. This will be communicated to the classified staff member by the direct supervisor.
- Paraprofessionals
Each instructional support position will be assigned to a group of teachers (i.e. team, grade level, content, etc.). Online support roles will be assigned and shared with the paraprofessional based on the supervising teacher's need for online support.

Other Classified Personnel (both school and central office)

- Without jeopardizing personal safety and with the permission of immediate supervisor, the individuals may work normal hours in assigned building. This includes technology, maintenance and school custodians.
- If online learning is appropriate or if home based training protocols can be completed, the supervisor will have proactively provided these tasks prior to the inclement weather day.

ADMINISTRATION AND SUPPORT

Principals/Assistant Principals/ Directors/ Instructional Support Roles

- Without jeopardizing personal safety and with the permission of immediate supervisor may work normal hours in assigned building.
- Online learning begins promptly at assigned start time for normal working day. The administration must ensure communication of inclement weather day expectations to all stakeholders at the local school
- Be available to answer questions from teachers, parents, students, and community.