Description of Roles and Responsibilities
During Distance Learning

Spring 2020
## Roles and Responsibilities During Distance Learning

<table>
<thead>
<tr>
<th>Role</th>
<th>Description of Roles and Responsibilities</th>
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| **District Staff**        | ● Develop and communicate expectations as it relates to distance learning  
● Supporting schools based on each individual’s role in the school system  
● Monitor weekly progress of the Distance Learning Plan and make adjustments based on each individual’s role within the school system                                                                                     |
| **School Administrators** | ● Implement model to support teachers/staff with understanding the PGCPS District Learning Plan and Instructional Focus Guides  
● Develop systems and structures to support teachers/staff with planning and developing standards-based lessons for distance learning  
● Ensure teachers/staff adhere to schedule of delivery and guidelines for instruction for mandated content classes outlined in the Distance Learning Plan  
● Use GoGuardian to monitor students’ most-used websites (instruction) and flagged inappropriate activity (discipline)  
● Communicate District Learning Plan to stakeholders  
● Monitor progress and make adjustments to meet the needs of students and staff to ensure high quality continuity for learning:  
  ○ Weekly check-ins with department chairs  
  ○ Virtual observations with coaching and feedback  
  ○ Collaboration with central office content supervisors                                                                                                      |
| **Teachers**              | ● Review PGCPS District Learning Plan and Instructional Focus Guides  
● Communicate with students and parents about their classroom delivery model (platforms) and class times  
● Develop a schedule with times and dates they will deliver instruction, virtual meetings, and office hours  
● Develop standards-based lessons to deliver in an online format  
● Communicate classroom expectations as it relates to distance learning and digital citizenship  
● Communicate with related services, grade level and/or content team  
● Review assignments and input grades weekly                                                                                                                  |
| **Instructional**         | ● Provide an instructional focus for distance learning that is aligned to curriculum standards                                                                                                                                          |
| Assistance (Coaches, Instructional Lead Teachers (ILTs), Coordinators, etc.) | ● Provide instructional and supplemental resources to support teacher instruction  
● Support teachers in daily instructional planning and collaborative planning where needed  
● Schedule office hours to support teachers planning and delivery of instruction |
|---|---|
| Students | ● Establish daily routines for learning  
● Identify a space at home where you can participate in distance learning  
● Regularly check google classroom or the platform your teacher is using and your PGCPS email for updates  
● Communicate with your teacher(s) and parent/guardians if you do not have the resources to participate in distance learning  
● Submit assignments on time  
● Be a good digital citizen |
| Parent/Guardians | ● Establish routines and expectations  
● Identify a space at home where your child can participate in distance learning  
● Check your email frequently to monitor district and individual teacher communication  
● Stay in communication with your child’s school, administrator and teachers  
● Support your child with digital citizenship skills |