# Roles & responsibilities during remote learning

## Principal

* Delegate responsibilities to specific people

## Executive Team

* Create and distribute a Continuity of learning plan (CLP)
* Establish clear channels of communications between staff, families, and students in the event of this CLP being activated
* Support staff and students/families shifting to a remote learning environment
* Help teachers implement the CLP and ensure high-quality learning experience for all students
* Provide models and examples of outstanding distance learning units and lessons
* Recommend new strategies for providing feedback to students
* Support teachers and teams as they design new methods to assess student learning
* Support teachers and teams in developing strategies to differentiate their instruction

## Subject or Classroom Teachers

* Collaborate with other members of your team or department to design remote learning experiences for your students
* Communicate frequently with your students and, as needed, with their parents
* Provide timely feedback to support your students’ learning

## Learning Support Teachers

* Communicate regularly with the subject or classroom teachers who teach the students you support
* Offer to scaffold or modify assignments, as necessary, for your students to support subject or classroom teachers
* Help subject or classroom teacher differentiate lessons and activities for the students you support
* Communicate regularly with your students and/or their parents to ensure they are having success with remote learning
* Provide supplementary learning activities for the students you support who may benefit from additional practice to close academic and curricular gaps

## EALD Teachers

* Collaborate with teachers to design learning experiences that support the students you support
* Provide supplementary learning activities for EALD students, either in the curriculum or with additional targeted learning needs
* Communicate regularly with the students and/or their parents to ensure they have success with remote learning
* Monitor the progress of students you support and provide timely feedback

## Year advisors

* Provide guidance and support for students to aid in monitoring and supporting student wellbeing
* Administer wellness surveys to gather data on student well being
* Use virtual platforms or phone calls to conduct advisory check-ins with students in their year group.

## Counselling staff

* Continue to work with the learning and support team and principal to support students
* Set times during school hours for students to access counselling sessions remotely
* Be prepared with resources and information to support students and families, including relevant local services and online contacts.
* If needed, respond as part of a team to assist schools experiencing emergencies

## Careers Advisor

* Evaluate timelines for graduation requirements, testing deadlines etc
* If needed, beginning planning ways to administer testing remotely
* Host Office Hours at set times for students to call in and access support virtually
* Encourage students, parents, and carers to schedule these meetings as needed

## Librarians

* Collaborate with colleagues to find resources for high-quality remote learning experiences to support digital information literacy and curriculum outcomes.
* Collaborate with colleagues to find or develop strategies to encourage reading through high quality literature activities.
* Regularly check in with subject and classroom teachers to identify ways to support their design of remote learning experiences incorporating information literacy.
* Maintain and update online resources through Oliver for finding resources.
* Be available for teachers and students as needed for support.

## Specialist subject K-6 teachers

* Physical Education – Develop a bank of exercises, physical activities, and competitions
* for students and share these with classroom teachers and families
* Art – Staying mindful of the resources and tools families may not have in their home,
* develop a bank of projects and activities for students and share these with classroom
* teachers and families
* Music – Staying mindful of the instruments or resources families may not have in their
* home, develop a bank of activities for students and share these with classroom
* teachers and families
* Communicate regularly with your students and provide timely feedback to them
* Collaborate with classroom teachers on how to integrate music, art, and physical education into classroom projects and experiences.

## SLSOs and AEOs

* Communicate regularly with subject/classroom teachers to identify ways you can support students and contribute to the CLP
* Monitor student learning and provide feedback to students, as requested by the teachers or departments you support

## Tech Support Officers

* Review and develop how-to tutorials, ensuring teachers, students, and parents have the necessary support to function in a remote learning environment
* Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed
* Be available in person or remotely to provide on-demand tech support help
* Audit usage to identify students or parents who may be unavailable or out of reach