



## **AZPS staff Roles & Responsibilities during Distance Learning**

<b>Leadership Team</b>	<ul style="list-style-type: none"> <li>• Develop divisional plans for distance learning.</li> <li>• Communicate with faculty/staff and parents.</li> <li>• Support faculty/staff and parents during Distance Learning.</li> <li>• Ensure effective implementation of Distance Learning plan and accountability to</li> <li>• Student learning</li> </ul>
<b>Home Room/ Subject Teachers</b>	<ul style="list-style-type: none"> <li>• Collaborate with colleagues to design Distance Learning experiences for students in accordance with divisional plans.</li> <li>• Develop high-quality student learning experiences.</li> <li>• Communicate with and provide timely feedback to students.</li> <li>• Communicate with parents, as necessary</li> </ul>
<b>Head of Sections</b>	<ul style="list-style-type: none"> <li>• Communicate regularly with students on caseload and/or their parents to ensure they have access with distance learning</li> <li>• Communicate regularly with classroom teachers to identify ways you can support students and contribute to this DLP</li> <li>• Follow up on daily basis students` attendance and communicate with their parents.</li> <li>• Solving all the cyberbullying issues and behavior problems during live sessions.</li> </ul>
<b>Career Counselor</b>	<ul style="list-style-type: none"> <li>• Ensure continuity of the processing of student files for college application</li> <li>• Support school advocacy with colleges, College Board, and other external bodies to ensure campus closure and its effects are understood.</li> </ul>
<b>IT Support Team</b>	<ul style="list-style-type: none"> <li>• Support teachers in the development of Distance Learning experiences, as needed.</li> <li>• Provide support and assistance to assigned grade level and/or subject area teachers as requested.</li> <li>• Provide timely response to student, family, and faculty requests regarding technology issues.</li> </ul>

<p><b>Social Workers</b></p>	<ul style="list-style-type: none"> <li>• Partner with classroom teachers to accommodate the online learning curriculum they are providing to the students of determination.</li> <li>• Communicate with all parents of students on their caseload the online learning plan and how they will co-plan with the teachers for the students to access the content of the Blended learning lessons.</li> <li>• Recommend to parents and teachers other online learning platforms learning support students might be able to access at this time</li> </ul>
<p><b>Students</b></p>	<ul style="list-style-type: none"> <li>• Dedicate appropriate time to learning, comparable to a school day and/or as guided by your teacher/s.</li> <li>• Check appropriate online platforms for information on courses, assignments, resources daily.</li> <li>• Attend, as much as possible, the regular synchronous engagements offered by each of their teacher/s.</li> <li>• Identify a comfortable and quiet space to study/learn.</li> <li>• Engage in all learning posted with academic honesty.</li> <li>• Submit all assignments in accordance with provided timeline and/or due dates.</li> <li>• Ensure own social and emotional balance by keeping healthy habits</li> </ul>
<p><b>Parents</b></p>	<ul style="list-style-type: none"> <li>• Support their child/ren in their learning by:</li> <li>• Providing an environment conducive to learning (access to technology, safe and quiet space during daytime).</li> <li>• Engaging in conversations on posted materials, assignments.</li> <li>• Monitoring time spent engaging in online and offline learning, including variables like that of preferred learning times (morning, afternoon, evening).</li> <li>• Encouraging attendance, as much as possible, to the regular synchronous engagements offered by each of their child’s teacher/s.</li> <li>• Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play.</li> </ul>