**Expectations Template for At-Home Learning**

**District-Based Staff**

**Considerations**

Leaders must set expectations for their district level staff during at home learning. Clear roles and responsibilities will help staff create, implement, and provide support during at home learning.

As tasks accumulate, and there is more and more to do in order to accommodate the at home learning of students, it is important to have consistency and knowledge of the expectations of your district-based staff.

Use the following templates to outline your district’s expectations for staff during at home learning. The template outlines expectations for district level staff with additions at the bottom for specific roles.

For larger districts, it is recommended the superintendent develop these expectations with their executive cabinet, and these leaders do the same with their staff using the district’s organizational staffing chart.

One consideration for use of this document is to identify additional tasks for staff who have normally full schedules but are now available due to Covid-19 interruptions.

Additionally, consider using the [Superintendent Response Checklist](https://sites.google.com/esc9.net/superintendent-checklist/home) alongside this document to ensure all tasks are completed and assigned to staff members.

Following the template on pages 2 and 3, “Role-Specific” template rows on page 4 are intended for additions on top of the relevant district level expectations for the role. Template examples could be considered for the following roles:

* District Level Staff
* Role-Specific (Potential Additions for Specific Roles)
  + Principals
  + District level leadership
  + Instructional Staff
  + Assessment Staff
  + Technology Staff
  + Finance Staff
  + Student Services Staff
  + Daily Operations Staff

Templates start on page 2 of this document. **Replace the orange text with specific expectations for your district.** The text in orange is not specific TEA guidance but serves as a prompt to allow districts to consider different areas as they plan.

**Template**

## District Level Staff

District level staff should be available between the hours of **8:00am-4:30pm Monday-Friday**. During this time, they should be available to students, parents, staff/campus collaboration as needed and scheduled.

*\*Phrase expectations below according to your local board policy.*

|  |  |  |
| --- | --- | --- |
| **Category** | **Responsibility** | **Expectations** |
| **Core Responsibilities** | **Daily Hours**  *Daily working hour expectations for teachers* | * Staff are expected to be available working remotely from 8:00am to 4:30pm daily. * Staff are reminded that they may not work or be employed by other entities, self or public, during work hours as they are still being paid by the district. |
| **Technology**  *Technology use and implementation expectations specific to at-home learning* | * Follow IT guidance on computer program installation and student information safety |
| **Planning** | **COVID-19: Immediate Planning Expectations**  *Immediate planning expectations to get at-home learning off the ground* | * Insert expectations specific to district roles here |
| **Long term COVID-19 related** | * Insert expectations specific to district roles here |
| **Communication** | **Communication**  *Communication frequency, to whom and methods expectations* | * Insert expectations specific to district roles here |
| **Role Specific** | **Role Specific**  *Expectations specific to role* | * Insert expectations specific to district roles here |
| **Home Learning Responsibilities** | **Role Specific**  *Expectations specific to role related to at home learning* | * Insert expectations specific to district roles here |
| **Upcoming deadlines** | **Deadlines**  *Upcoming scheduled due dates and possible adjustments* | * Local * State * Federal |

Role Specific

Use the examples below as placeholders to add role specific sections to the expectations document. Row information can be copied and pasted into the teacher template to adjust for each role.

|  |  |  |
| --- | --- | --- |
| **Role Specific** | **Role**  *Expectations specific to role* | * Work with all staff to identify and support students who need wellness support * Insert additional expectations specific to role |
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