

## Home Learning Job Descriptions

### **Policy and Guidelines**

ASD-S will support homeroom/classroom /subject/ESS-R teachers to ensure that equity of instruction and parallel learning is available to all students.

Student need, stage of development, vulnerability and available supports will determine the level of support offered.

ASD-S will ensure adherence to the Education Act and Inclusive Education Policy 322 for students who cannot learn at school due to medical needs and will follow the structures for home support as defined in Home Hospital tutoring.

### **Support Team**

- Homeroom/Classroom/Subject/ESS-R teachers and ESS Team support
- Home Learning Support (HLS) Teachers
- Tutors

### **Responsibility of Homeroom/Classroom/Subject/ESS-R teachers (school-based teachers)**

1. School-based teachers will develop Home Learning Plans and ensure that plans are placed on ESS Connect. The school is responsible for notifying the HLS Lead teacher (jodi.ravn@nbed.nb.ca) when the plan is uploaded.
2. School-based teachers will provide learning materials weekly via Teams (or a pre-agreed upon method) to either the HLS teacher and/or tutor for their student. The expectation is that key targets would be the same as those presented to the students if they were in the classroom. Consider that home-learners will work at a different pace than their in-school peers. There is no expectation for the subject teacher to do “something different” than usual. It is reasonable for the teacher to provide materials out of order from the presentation of materials in the classroom (i.e. materials presented in class the week of Nov 2-6, sent to the HL student to work on Nov 9-13). See exemplars.
3. School-based teachers will work collaboratively with their ESS team and the Home Learning Support Teacher to ensure that students with PLP support, who are learning at home, have their needs met.
4. The support team will encourage the inclusion of students who are learning at home, in a virtual setting whenever possible.
5. School-based teachers will maintain a Teams site and ensure materials are accessible for students, HLS teachers and tutors.

6. Classroom/subject teachers are the teachers of record for students learning at home responsible for assessment and report card completion with support as needed from HLS teachers/tutors.
7. Should schools close due to the pandemic, students learning at home would join their class for instruction with the support of HLS teachers.
8. School-based teachers, HLS Teacher, and the tutor will work as a team.
9. School-based and HLS teachers will remind families of expectations for student work completion outside of tutoring sessions.

### **Home Learning Support (HLS) teachers' responsibility**

1. HLS Teachers will work collaboratively with school-based teachers to ensure parallel and equitable instruction for students learning at home.
2. An HL Lead Teacher will be assigned. The HL Lead teacher will have time within their schedule to plan, organize, and collaborate with all team members to assign and schedule student support.
3. The HL Lead teacher will liaison with a district coordinator once every two weeks or as necessary to discuss successes, needs and concerns.
4. HLS teachers will maintain a list of students receiving support, the hours provided, and who is providing the support and will provide the HL Lead with this information weekly.
5. HLS Teachers will provide virtual instruction for students who are learning from home.
6. HLS Teachers will maintain a work schedule and follow hours of work as they would if they were physically present in their school building. Flexibility of start and end times is acceptable as long as hours worked fulfill contract hours.
7. HLS Teachers are required to maintain attendance records through AESOP as they usually would for any absence (sick, bereavement, etc.). Please choose **no supply required**.
8. HLS Teachers will coordinate with home, school and tutor to ensure effective communication.
9. HLS and school-based teachers will remind families of expectations for student work completion outside of tutoring sessions.
10. HLS teachers can support school-based teachers both with student instruction and school-provided assessment of learning.
11. HLS teachers will provide instructional support to tutors deemed necessary to ensure an equitable education for students who are learning at home.

## **Tutors Responsibilities**

1. Tutors will work as part of the students' learning team under the guidance of the HLS Teacher.
2. With the HLS teacher, tutors will develop manageable schedules and expectations for student sessions.
3. Tutors will provide 1-on-1 in-person support with students when deemed necessary for learning, primarily K-3 students or students on an Individualized Plan. In online sessions, tutors will provide 1-on-1 or small group support for learning to students.
4. Tutors will work with the classroom teacher and HLS teacher to allow the student to attend virtually with their homeroom class when possible.
5. Tutors will develop with parents an operational plan for in-home sessions.
6. The in-home tutoring environment must allow the tutor and student to work in a central location. The location must be safe, free from distractions, and adhere to all COVID-19 cleaning protocols.
7. Tutors are paid on an hourly rate with an expectation of approximately 36 ¼ hours per week. They will complete a green payroll sheet weekly and submit this form each **Friday** to Amy Marshall for processing. Late forms may create a delay in payment.