



## Non-Traditional Instructional SKILLS Day Work Expectations—School Staff

<p><b>Employees are expected to work a full contract day. A work log is due to the principal or program supervisor within FIVE working days. Contact the principal or program supervisor if personal safety is a concern due to road conditions.</b></p>		
<p><b>All Certified Staff</b></p> <ul style="list-style-type: none"> <li>• Provide parent/student support via Internet and/or phone access between the hours of 10:00 am- 2:00 pm.</li> <li>• Ensure that students receive timely feedback for all online and packet lessons.</li> <li>• Plan lessons, grade assignments, and participate in meetings as appropriate.</li> </ul> <p><b>Classroom Instructors</b></p> <ul style="list-style-type: none"> <li>• Provide parent/student support via Internet and/or phone access.</li> <li>• Ensure that students receive timely feedback for all online and packet lessons.</li> </ul> <p><b>Special Educators</b></p> <ul style="list-style-type: none"> <li>• Provide necessary modifications and adaptations for all caseload students prior to January 2016.</li> <li>• Provide student support via Internet and/or phone access.</li> <li>• Ensure that students receive timely feedback for all online and packet lessons.</li> </ul>	<p><b>Preschool Certified Staff</b></p> <ul style="list-style-type: none"> <li>• Report to work site or closest preschool location.</li> <li>• Complete and log items from the menu provided by the director.</li> </ul> <p><b>Instructional Assistants</b></p> <ul style="list-style-type: none"> <li>• Collaborate with teachers.</li> <li>• Work with classroom teachers to communicate packet information online.</li> </ul> <p><b>KERA Preschool Assistants</b></p> <ul style="list-style-type: none"> <li>• Report to work site or closest preschool location.</li> <li>• Complete and log items from the menu provided by the director.</li> </ul> <p><b>All Classified Personnel</b></p> <ul style="list-style-type: none"> <li>• Without jeopardizing personal safety and with the permission of immediate supervisor may work normal hours in assigned building.</li> </ul>	<p><b>Principals</b></p> <ul style="list-style-type: none"> <li>• Support and monitor all classroom teachers by checking on content being delivered during SKILLS day.</li> <li>• Be available to answer questions from teachers, parents, students, and/or community members.</li> <li>• Support and monitor all classified employees.</li> </ul>