The job expectations listed below are minimum requirements for personnel. At your supervisor’s discretion, you may be asked to perform other duties outside these descriptions. ***Remember, we are here to meet the needs of all students.***

**Central Office**

* Child Nutrition -plan for student meals
* Teacher Resources- Updated by email or website each Monday
* Professional Development (Focus on helping teachers with learning packets)
* Technology place teacher/student resources online when possible
* Special Education Staff- provide updates and resources for teachers/students and schedule meetings.  Be prepared to participate IEP or 504 meetings by phone
* All Central Office- check emails and respond to principals, teachers and parents.
* Keep principals and teachers updated on new information from TDOE or Health Department

**Principals**

* Check in with all teachers weekly to update them
* Work with teachers to schedule student/ home check ins to determine student needs
* Develop and maintain a schedule of persons entering your building to make copies, distribute copies, etc.  Ensure that only a very few people are in the building at any given time.
* Check email multiple times daily for updates and information.  Respond to emails from Central Office, parents and teachers.
* Develop a plan for providing resources for those who request paper copies
* Remind all teachers that Hancock County’s home-based learning does not count towards attendance or instructional time due to the waiver of instructional days.
* Be prepared to participate in IEP, 504 or transition meetings by phone and weekly supervisors meetings.
* Bookkeeping needs to know what invoices to pay.  Central Office will be contacting you to determine if orders have been delivered and are ready for payment.  Principals should contact teachers if necessary, determine if the order arrived complete and respond to central office inquiry.

**Teachers**

* Provide review and practice materials. Emphasize the importance of reading each day.
* Encourage families to understand that home learning does not require students to spend a full day studying.  Spend time in family activities, reading and games.
* Contact families/students to determine needs by phone, email, remind, etc.
* Let principal know if parents request paper copies during phone calls
* Check emails multiple times daily for updates and information.  Respond to emails from parents, principals or central office.
* Provide feedback to students if possible
* Be prepared to participate in IEP, 504, transition meetings or faculty meetings by phone.
* Schedule any visit to your school building through your principal.
* Ensure all parents that that Hancock County’s home-based learning does not count toward attendance or instructional time due to the waiver of instructional days.
* Prepare instructional packets for all students

**Special Education Teachers**

* With direction from central office, schedule and participate in IEP meetings, by phone if necessary, that will expire during the closure.
* Phone calls home to students to determine needs
* Check emails multiple times daily for updates and information and respond to emails from parents, principals or central office.
* Provide feedback to students if possible
* Be prepared to participate in  504 or transition meetings by phone

**Special Education Interventionists, Contracted Occupational and Physical Therapists, Special Education Homebound Teachers, Consulting Teachers, Speech Pathologists & Speech Teachers, Vision and Hearing Teachers and School Psychologists**

* Check in weekly with special education teachers (You will be sent specific school assignments)
* Continue to research resources for our students with a disability
* Be prepared to participate in IEP meetings or staff meetings by phone
* Check emails multiple times daily for updates and information and respond to emails from parents, principals, teachers or central office.

**Instructional Coaches**

* Continue to research resources for teachers/students
* Check emails multiple times daily for updates and information and respond to emails from parents, principals, teachers or central office.
* Work with Technology Dept. to add resources online where applicable

**School Counselors**

* Work closely with principals and teachers to determine the needs of families
* Coordinate with central office staff and outside agencies to provide for families in need
* Be prepared to participate in 504, IEP or transition meetings by phone
* Check emails multiple times daily for updates and information and respond to emails from parents, principals or central office.
* Communicate with seniors to ensure post-secondary enrollment documents, scholarship awards, and transcripts are completed

**ESL Specialist**

* Contact teachers of ESL students on a weekly basis to offer additional modified lessons and answer any questions.
* Be prepared to participate in IEP, 504 or transition meetings by phone
* Check emails multiple times daily for updates and information and respond to emails from parents, principals or central office.

**School Assistants**

* Check email frequently for updates and information from your principals
* Assist in the creation of instructional packets for students
* Accompany bus drivers to help bus drivers distribute instructional packets.

**Custodians**

* Provide services at the principals’ discretion

**Maintenance**

* Continue all maintenance and upkeep of school grounds on a regular basis

**Bus Drivers**

* Deliver instructional packets and meals along bus routes as needed