

Columbus City Schools Continuous Learning Plan

ATTACHMENT A

Part 2

INSTRUCTIONAL ROLES & RESPONSIBILITIES FOR ACADEMIC SERVICES STAFF

	Digital Academy
<p style="text-align: center;">SPED Coordinators</p> <p style="text-align: center;">Supplemental Position</p>	<ol style="list-style-type: none"> 1. Perform job duties consistent with job description based on current assignment. 2. Support IEP and ETR due dates and compliance, provide support for data collection and service delivery. 3. Support the review of each IEP, parent/guardian contact and completion of PR01. 4. Maintain caseload support for established building assignments. If a student with an IEP is enrolled in Digital Academy, support the timely completion of the IEP and support to classroom teacher by monitoring the IEP/ETR Due report for assigned building (dual enrollment will support)
<p style="text-align: center;">Elementary Grades K-5, Unified Arts K-12, Intervention Specialists K-12, and Middle and High School English, Math, Science and Social Studies Teachers</p> <p style="text-align: center;">Supplemental Position</p> <p>Teachers assigned to CCSDA in this manner will be on a supplemental contract to hours outside of the contractual workday with students assigned in the following ratios: K-5: 1:40 6-12: 1:80</p>	<ol style="list-style-type: none"> 1. As teacher of record for assigned students, provide supplemental asynchronous instruction to students where the foundation for the learning is a self-paced platform. Create and implement supplemental asynchronous lessons that enrich and differentiates core content that is presented in the district approved platform. Record the direct instruction portion of lessons (inclusive of relevant discussion and questions/answers, if applicable) during the Zoom lesson and place in Google Classroom for students and parents to review. For any CEA bargaining unit member who serves as teacher of record, the expectation is that the member post a minimum of 90 minutes of weekly recorded content at the K-6 grade level and 60 minutes of weekly recorded content per preparation at the 7-12 grade level. With prior approval of a supervisor/principal, a teacher, in his or her professional judgment, may choose not to record and/or post a lesson. 2. Post office hours that incorporate the option for some synchronous learning reteaching opportunities for individual students or small groups of students. 3. Communicate with parents regularly to assure student success and document contact and attempted contact in the PLP log of Infinite Campus. Respond to student and parent emails. 4. Teachers will continue to utilize the Infinite Campus Electronic Behavior Referral System when necessary to report behavior infractions to their respective administrative teams. This is applicable to all educational delivery platforms and programs. 5. Enter grades into Infinite Campus as required by the online platform. 6. Provide participation guidance that will be counted in the grading for the course.
<p style="text-align: center;">Intervention Specialists</p> <p style="text-align: center;">Supplemental Position</p> <p>Intervention Specialist will maintain their current case load and perform these duties</p>	<ol style="list-style-type: none"> 1. Perform job duties consistent with job description based on current assignment. 2. Create and implement supplemental asynchronous lessons that enrich and differentiates core content that is presented in the district approved platform. Record the direct instruction portion of lessons (inclusive of relevant discussion and questions/answers, if applicable) during the Zoom lesson and place in Google Classroom for students and parents to review. For any CEA bargaining unit member who serves as teacher of record, the expectation is that the member post a minimum of 90 minutes of weekly recorded content at the K-6 grade level

<p>on a supplemental contract for assigned students in CCSDA.</p>	<p>and 60 minutes of weekly recorded content per preparation at the 7-12 grade level. With prior approval of a supervisor/principal, a teacher, in his or her professional judgment, may choose not to record and/or post a lesson.</p> <ol style="list-style-type: none"> 3. Offer lessons that will enrich and differentiates core content that is presented in the district approved platform that addresses SDI as listed in IEP. 4. Provide content experiences as described in the content teachers row of this document. 5. Team Lead- support the completion of the Continuity of Learning Plan/PR01 (critical for IEP delivery in any setting) <p>Additional responsibilities:</p> <ol style="list-style-type: none"> 6. Assure timely completion of the IEP and related documents associated with assuring compliance with local, state and federal regulations. 7. Provide supplemental instruction to support self-paced instruction anchored to the IEP goal. 8. Collaborate with regular education teachers. 9. Provide targeted instruction to provide intervention to students during asynchronous and synchronous learning experiences. 10. Assure the completion of progress monitoring as described in the IEP. 11. Identify and provide scaffolding, supplemental learning aids or supports as needed for students to be successful in the learning setting. 12. Communicate with parents regularly to assure student success and document contact and attempted contact in the PLP log of Infinite Campus. Respond to student and parent emails and phone calls. 13. IEP Team Lead will begin the academic school year (and at each instructional setting change) by reviewing each IEP, meeting with parent/guardian to discuss service delivery and sending corresponding PR01. (PD and time provided for completion)
<p>ESOL Teachers</p>	<ol style="list-style-type: none"> 1. Perform job duties consistent with job description based on current assignment.
<p>Latchkey, Options for Success, VCAP, and other Teachers assigned to CCSDA</p> <p>With the exception of Latchkey, teachers assigned to CCSDA in this manner will be assigned to the CCSDA as their full time assignment for SY20-21</p> <p>All Teachers will return to their previous assignment not later than the conclusion of SY20-21 per the Memorandum of Understanding.</p>	<ol style="list-style-type: none"> 1. Teachers shall review student participation/attendance records via Infinite Campus Instruction and reconcile any participation/attendance discrepancies. For example, if a teacher is aware the student participated in learning and completed the appropriate work but did not indicate participation by checking in on the student/parent portal, the teacher may modify the participation record in IC instruction to indicate the student was an active participant in the educational process. 2. Review attendance daily. If the teacher observes a trend of non-participation or non-attendance the teacher contacts the student/parent or guardian to determine what factors may be preventing the student from participating. This shall be recorded in the Personal Learning Plan/Contact Log (PLP) daily as to whether they were successful or unsuccessful in their attempt to contact the student/parent or guardian. Make attendance report to student's home school as required by HB 410. 3. Provide support to CCSDA students during periods of remote instruction within the contractual work day. Respond to emails and maintain office hours. Assist in content area consistent with licensure. Open tests. 4. If any student has not logged into their educational platform for 5 consecutive school days (without a parent excused absence or a doctor's note), the teacher must make note in the PLP log and refer to the school social worker and their administrator. This excludes students who have pre-excused absences. 5. All teachers, except Latchkey teachers and Social and Emotional Learning Practitioners, may be assigned to execute duties consistent with the content teacher expectations noted on page 1 of this document as the teacher of record for assigned students with the following ratios: K-5: 1:50; 6-12: 1:100.

PBIS Staff and Social Workers	<ol style="list-style-type: none"> 1. Perform job duties consistent with job description based on current assignment with the exception of in-person home visits for social workers except as may be directed consistent with the Memorandum of Understanding between the BOARD and CEA.
Behavior Specialists	<ol style="list-style-type: none"> 1. Perform job duties consistent with job description based on current assignment.
School Counselors	<ol style="list-style-type: none"> 1. Perform job duties consistent with job description based on current assignment.
Transition Coordinators Job Training coaches VOSEs	<ol style="list-style-type: none"> 1. Perform job duties consistent with job description based on current assignment.
Psychologists & Related Services Professionals	<ol style="list-style-type: none"> 1. Perform job duties consistent with job description based on current assignment.
School Nurses	<ol style="list-style-type: none"> 1. Collaborate with MTSS/504 coordinator to gather and report medical considerations to inform specialized education plans 2. Consult remotely with staff and families on health issues including pandemic challenges 3. Assure immunization compliance, refer as needed, collaboration with NCH/CPH/Private HCP to obtain vaccine records 4. Connect families with community resources as needed, including referral for COVID-19 testing 5. In collaboration with and at the request of teachers, remote teaching for students and families on topics of COVID-19, hygiene practices, growth and development and various health/wellness topics 6. State mandated screening for vision/hearing/height/weight/dental for designated grades (PK,1,3,5,7,9,11) and new to district consistent with ODE and ODH protocol
Gifted	<ol style="list-style-type: none"> 1. Perform job duties consistent with job description based on current assignment.
Librarians	NA
Non-Public Assignments Teachers, Tutors, Therapists, Nurses,	NA
All CEA Classifications	<ol style="list-style-type: none"> 1. Employees must continue to comply with all requirements related to reporting leave use and leaves of absence. 2. Employees must continue to comply with all Board policies, including, but not limited to policies related to staff dress and grooming, acceptable use of technology, reporting accidents, mileage reimbursement, and outside activities. 3. Employees will be responsible for maintenance, repair and operation of their home office (e.g., home phone, mobile phone, internet access, desks, chairs, lights). Office supplies will be made available at CCS sites.