



Extended Learning Program Roles and Responsibilities

Role	Responsibilities
Classroom Teacher	Teachers take on the role as a facilitator of learning just like in the classroom. Before the snow day, teachers would plan a unit or theme based project, including an assessment rubric. Teachers could be available for support before a snow day, on a snow day itself, or plan times to be available for support for longer-term assignments at pre-planned, structured intervals. Teachers are also responsible for correcting the assignment. In addition, teachers may be working on lesson plans, content research, professional development, data analysis or other items.
Special Education Teacher and Academic Assistance Teacher (high school)	Special Education teachers who work with inclusion or small group students will co-design, plan, modify, and add extra support for any assignment (such as specific timelines, templates, resources, etc.) Special Educators who are in a "program" or a setting that is more self-contained may choose to join grade level teachers in designing projects or design a project for their students based on grade level curriculum or areas of deficit. Special Education teachers could be available for online support on a snow day itself, or plan times to be available for support for longer-term assignments at pre-planned, structured intervals. Special Educators could also use this time to complete evaluations, reports, and IEP's, as well as to contact parents as available.
Specialist: (Art, PE, Library, Technology, Music)	Specialists could work with classroom teachers or other specialists as part of their curriculum; e.g. Gym and health teachers could work with science teachers on an energy unit. Or each specialist could create a structured learning time assignment. Before, during and after snow day the responsibilities would be the same as a classroom teacher.
Related Service Provider (OT, SLP)	Related Service Providers could choose to be responsible for webinars and/or workshops for paraprofessionals. Or service providers could read an educational text, complete a webinar or DVD series that benefits their area of expertise and direct service to students with a written summary form submitted to the Special Education Director either before, during or after a snow day. Related Service Providers could also use this time to complete evaluations, reports, and IEPs, as well as contact parents as available. Provide assignments for the students to complete on the Extended Learning Day.
Guidance/Adjustment Counselor/ School Psychologists	Guidance/Adjustment Counselors/ School Psychologists could choose to use the time for communication via phone calls or emails with parents, staff and outside agencies. Or be responsible for webinars and/or workshops for paraprofessionals. Or

	<p>guidance/adjustment counselors could read an educational text, complete a webinar or DVD series that benefits their area of expertise and direct service to students with a written summary form submitted to the Special Education Director either before, during or after a snow day.</p> <p>Counselors could also use this time to complete reports, behavior plans, attendance notices, IEP goals or 504s.</p>
Nurse	<p>Nurses could choose to use the time for communication via phone calls or emails with parents, staff and outside agencies or doctor's offices. Nurses could choose to complete online or face-to-face programs, workshops, or webinars at any time during the fiscal year (July 1st to June 30th), including weekends, school breaks and the summer, that benefits their area of expertise and direct service to students with a written summary form submitted to the Special Education Director either before, during or after a snow day.</p> <p>In addition, nurses could prepare short health education webinars or workshops to be made available to staff, students or families.</p> <p>Nurses could also use this time to work on individual health care plans, emergency plans, and update health records.</p>
Paraprofessional	<p>Paraprofessionals may attend the two full PD days planned in the faculty calendar.</p> <p>Paraprofessionals may attend webinars or workshops before or after regular hours presented by in district staff (psychologists, counselors, and related service providers).</p> <p>Paraprofessionals would also support students they regularly work with on extended learning assignments either in-person or virtually before, during or after the snow day at times either before or after their contracted hours. Paraprofessionals could use the time to prepare materials, modifications to assignments, compile data collected on student plans of which they are a part.</p>
Administration (Assistant Principal/ Principal)	<p>Facilitate and ensure the program is implemented either on paper or electronically; answer questions from parents and staff. Audit assignments to begin to build a bank of exemplars to share. Complete reports, evaluations, budget-related tasks or review of curriculum materials and assessments.</p>