Upon receiving numerous inquiries from our members asking for help to clarify their roles & responsibilities. We have put together some guidelines and suggestions to help those of you who need to know what you should be doing. It is important to remember that we are all still “at work,” and should check our e-mails daily and are expected to add to our classes as we would on a daily basis.

**Tips on how to stay involved and included while remote teaching is going on.**

**What you should be doing on a daily basis:**
- Keep a simple daily log of what you do. (see example attached)
- Check BOCES e-mail daily for important information.
- Check in with classroom teacher daily via e-mail, phone, Google classroom, zoom etc.
- Inquire if there are any students that may need support or assistance.
- Offer any assistance needed.

**How you could assist and add to the class.**
We understand that every program is unique with its own special circumstances and every administrator has the right to run their program according to what they feel best suits and benefits their students, this is just a guideline of some possible responsibilities that may be asked of you or that you could offer.
- Make yourself aware of what the lesson is about/ what is happening in the class.
- Utilize your knowledge of resources to recommend, suggest or add any extra material to assist in enhancing the functionality of the class lessons.
  **Examples:** videos, books, articles, pictures, stories, websites, and web quests. Be as creative as you would like. Most teachers would appreciate this.
- Make yourself available to participate in any virtual lesson that the teacher may be conducting. (Google meet, Zoom meetings.)
- If you are not sure how you can assist and help in the classroom, ask the teacher.

**Professional Development:**
Bored? Sitting at home staring out the window? Finding yourself wondering what to do? **This is a perfect time to participate in Professional Development**, BOCES is making Professional development available to **ALL BOCES EMPLOYEES, regardless of their position**. So take advantage of this opportunity.

- Participate in Professional Development courses. (webinars) These should be included in your daily log.

Finally, we know that these are difficult times and every single person has their own challenges to get through. First & foremost please take care of yourself and your families, we wish every one of our members and their families the best during these challenging times. Stay healthy, Stay safe, Stay home and take care of your family and loved ones. We will get through this together.
<table>
<thead>
<tr>
<th>Date</th>
<th>Directive</th>
<th>Work Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of: 4/20/20</td>
<td>J Sheen, I. Mac.</td>
<td>On 4/20/20: 8:15 faculty meeting with the Principal and staff and discussed the structure of virtual learning. Sent out forms for teachers/itinerants for students who need technology and materials sent to their homes. Team planning with JMacintosh and reviewed the current week’s schedule and Google meets for today. Left messages with remind for our 1:00 pm session today. Reviewed class schedule for the week. Checked both emails daily. Planned to create a new spelling list on Spelling City. Took a class vote and the list is going to be on Disney characters. On 4/21/20 Prepared staff in B. Mals class for social google meets class on 4/22/20. Created math lists for next week’s schedule. On 4/22/20 provided tech support for B. Mals students who are having trouble logging into google meets. Left messages on remind to encourage students to attend our meeting today. Prepared an Earth Day book from EPIC to read during our 1:00 google meets class. During our session today each student read a chapter for Earth Day. We encouraged the group to start reading chapter books and perhaps discuss what we read in a future Google class. Will be mailing chapter books to a couple of students who are interested. Planned and researched for a new virtual field trip. I prepared a virtual field trip to the Cincinnati Zoo with a voluntary quiz at the end for next week’s lesson. Planned to be a surprise guest in Mr. Gee’s zoom class next Tuesday 4/28 to chat with students in his class. On 4/23/20 attended a group counseling session with Counselor’s with four students on zoom. We discussed emotions and planned an agenda and activity for next week’s session. Sent reminders for Friday zoom class with students at 1:00. On 4/24/20 Team planning with JMacintosh after a zoom session discussing next week’s agenda and possible remote learning strategies. Daily phone and email contact with J Macintosh to support class where needed as well as daily login and contact with students on Google classroom. Went and video taped a special assignment for a student to create a virtual field trip to the River Firehouse and posted pics and video for review as a Friday award on Google classroom. Reviewed Data binder and data of students progress and collected data to record.</td>
</tr>
</tbody>
</table>
Additional Notes:
Daily Work Log
Name: __________________________
Classroom Teacher _______________

<table>
<thead>
<tr>
<th>Date</th>
<th>Directive</th>
<th>Work Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Notes: