

Administration Expectations Example

Observations and Evaluation

- Continue observing and evaluating teachers following past practices and as scheduled
- Communicate expectations to teachers

Communication

- Communicate weekly with families
- Follow regular staff meeting schedules virtually
- Continue holding forums/PTO meetings virtually

Meetings and Professional Development

- Continue holding staff meetings, PLCs, and professional development virtually
- Attend as many meetings virtually as you would if you were in-person

Lesson Audits

- Treat audits like you would classroom walk-throughs. Do them weekly and offer constructive feedback.
- Use the [Quality Course Requirements](#) as lessons are reviewed
- Attend live instruction when possible - just as one would complete walkthroughs in the building

Case Conferences

- Attend virtual case conferences
- Ensure there is a PAR and notetaker at the conference

Classified Expectations

- Provide expectations to instructional assistants at the beginning of the year regarding what their role will be during extended school closure.
 - Check in with families of students with IEPs
 - Check in with families of students who are not participating
 - Support teachers with providing accommodations and modifications as appropriate when supporting instruction.