

All Administrators

Telecommuting:

- Telecommuting will be maximized during the school closure. Supervisors will clarify expectations for on-site versus telecommuting depending on each administrator's role.

Work Expectations:

- Scope of work will vary based on position and will generally reflect duties and expectations performed normally;
- Contact staff at least weekly you directly supervise; team meetings may be facilitated through Google Meet, other tools over time
- Professional reading/learning.

Superintendent & Cabinet

Telecommuting:

- Cabinet members will work onsite through March 20, and be onsite two weeks before schools reopen.
- Cabinet members will stagger telecommuting schedules, ensuring there is a Cabinet member on-site each day at JPF during the district closure

Work Expectations:

- Scope of work will vary based on position and will generally reflect duties and expectations performed normally;
- Contact staff at least weekly you directly supervise to maintain relationships, provide support, etc.
- Professional reading/learning.

Principals

Telecommuting:

- On-site work is required for week of 3/16, and may be required starting 4/13 (assuming school resumes 4/27). More information will come as we get closer to school resuming.

Work Expectations: Scope of work will generally reflect duties and expectations performed normally, taking into consideration the following;

- Coordinate so that once a week a building administrator is on-site to check-in, with social distancing, with CNS staff, custodian and others to get updates, problem solve and communicate accordingly.
- Communicate with all staff weekly
- Contact those you directly supervise at least weekly (online, in person, phone, etc.)
- Professional Development planning and delivery to staff in variety of formats to advance school progress
- Complete all evaluation cycle steps with all certificated employees for data/info/reports received as of 3/13.
 - All meetings (post observations, Final evaluations including SGG data already collected, etc) can be done remotely using Google tools.
 - Do not conduct any in-person meetings until staff are called back to work.
- Collaborate with all cadre colleagues with current meeting schedule in online formats formally and informally to accomplish work, support each other, share ideas, calibrate on successes & challenges during closure, etc. (Principal Meetings, CIA, etc.)
- Maintain progress on 20-21 master schedule
- Professional reading/learning

Assistant Principals

Telecommuting:

- On-site work is required for week of 3/16, and may be required starting 4/13 (assuming school resumes 4/27). More information will come as we get closer to school resuming.

Work Expectations: Scope of work will will generally reflect duties and expectations performed normally, taking into consideration the following;

- With principal coordination, contribute to a building administrator's availability on-site once weekly to check-in, with social distancing, with CNS staff, custodian and others to get updates, problem solve and communicate accordingly.
- Contact those you directly supervise at least weekly (online, in person, phone, etc.)
 - Check on staff to maintain/strengthen relationships, review staff work, problem solve issues that arise, etc.
- Professional Development planning and delivery as directed by principal
- Complete all evaluation cycle steps with all certificated employees for data/info/reports received as of 3/13.
 - All meetings (post observations, Final evaluations including SGG data already collected, etc) can be done remotely using Google tools.
 - Do not conduct any in-person meetings until staff are called back to work.
- Collaborate with all cadre colleagues with current meeting schedule in online formats formally and informally to accomplish work, support each other, share ideas, calibrate on successes & challenges during closure, etc. (Principal Meetings, CIA, etc.)
- Professional reading/learning

Executive Directors

Telecommuting:

- On-site work is required for week of 3/16, and may be required starting 4/13 (assuming school resumes 4/27). More information will come as we get closer to school resuming.

Work Expectations:

- Scope of work will vary based on position and will generally reflect duties and expectations performed normally;
- Respond to staff, students or families during regular work hours; communicate with staff as a group as needed
- Collaborate with department team at least once a week at a team-determined time, using Google Meet, a shared Google tool/conference call
- Contact weekly staff you directly supervise to maintain relationships, provide support, etc.
- Professional reading/learning

Directors, Asst. Directors, Coordinators

Telecommuting:

- On-site work may be required starting 4/13 (assuming school resumes 4/27). More information will come as we get closer to school resuming. Telecommuting at direction of supervisor.

Work Expectations:

- Scope of work will vary based on position and will generally reflect duties and expectations performed normally;
- Respond to staff, students or families during regular work hours; communicate with staff as a group as needed
- Collaborate with department team at least once a week at a team-determined time, using Google Meet, a shared Google tool/conference call
- Scope of work will vary based on position and will generally reflect duties and expectations performed normally;
- Contact weekly staff you directly supervise to maintain relationships, provide support, etc.
- Professional reading/learning

Executive Assistants

Telecommuting:

- On-site work is required for this critical position for 3/16-20. On-site work may be required starting 4/13 (assuming school resumes 4/27). More information will come as we get closer to school resuming. For the weeks in between, maximize work from home at the direction of your supervisor.

Work Expectations:

- Scope of work will vary based on position and will generally reflect duties and expectations performed normally;
- Be available during regular work hours for contact by supervisors and staff
- Professional reading/learning