

PSE

Telecommuting

- See individual slides

Work Expectations:

- See individual slides

Paraeducators - categorical programs, GEd

Telecommuting Description

- 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.
- Maximize working from home.

Work Expectations

- Collaborate and prepare instructional materials under the direction of teacher(s)
- Compile student data, reports, complete coding under the direction of teachers
- Attend online or in-person PD and meetings as directed by district or school leaders
- Collaborate with team at least once a week at a team-determined time, using Google Meet, or a shared Google tool w/conference call
- Professional reading/learning

Paraeducators - SpEd

Telecommuting Description

- 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.
- Maximize working from home.

Work Expectations

- Prep instructional materials under the direction of case managers
- Compile student data, reports under the direction of teachers
- Collaborate with team at least once a week at a team-determined time, using Google Meet, or a shared Google tool w/conference call
- Attend online PD and meetings as directed by district or school leaders
- Professional reading/learning

Paraeducators - Libraries

Telecommuting Description

- 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.
- Maximize working from home.

Work Expectations

- Prep instructional materials under the direction of librarians
- Assist with library management, book processing under the direction of librarians
- Plan for/update library displays, environment
- Assist librarians with inventory if appropriate (see [schedule](#) for priorities), observing social distancing
- Attend online PD and meetings as directed by district or school leaders with a focus on library program elements ([online resources](#))

Health Tech Paras

Telecommuting Description

- 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.
- Maximize working from home.

Work Expectations

- Collaborate and prepare materials under the direction of building RN
- Complete online tasks under the direction of RN (to be identified by nursing group and consistent across sites)
- Attend online or in-person PD and meetings as directed by district or school leaders
- Collaborate with building RN at least once a week at a team-determined time, using Google Meet, or a shared Google tool w/conference call
- Professional reading/learning

CNS staff

What is the work?

- Preparing and providing breakfast and lunch to students
- Manage supervision and social distance of students picking up lunch
- Work would take place at school sites, combined sites, community sites or bus routes

When?

- Start and end times based upon the time needed to prepare and provide breakfast from 8:30-9:30 a.m. and lunch from 11:00-12:30 and approved by supervisor

Custodians

What is the work?

- Continuation of current work while implementing social distancing
- Work would take place at school sites

When?

- First shift would continue as normal
- Second shift would come in from 9:00 a.m. to 5:30 p.m.
- Third shift could also come in from 9:00 a.m. to 5:30 p.m. or stay with normal times
- Weekend custodians would continue as normal

Grounds

What is the work?

- Continuation of current work while implementing social distancing
- Work would take place at various district sites

When?

- Shifts would continue as normal

Maintenance

What is the work?

- Continuation of current work while implementing social distancing
- Work would take place at various district sites

When?

- Shifts would continue as normal

Warehouse Staff

What is the work?

- Continuation of current work while implementing social distancing
- Work would take place at various district sites

When?

- Shifts would continue as normal

Family Engagement Liaisons

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.
- Maximize working from home; will work in building as individual duties require as directed by supervisor

Work Expectations

- Work with supervisor and Mr. Johnson to support families in need by networking resources through zoom meetings, or phone
- Create resources for families, working with DSL interpreter services as appropriate
- Participate in PD as designed by supervisor and/or Mr. Johnson.
- Professional reading/learning.

ECEAP Coordinators

Telecommuting:

- On-site work may be required for this critical position 4/13-24. For the weeks in between, work remotely as much as possible.
- Specific schedule will vary as determined by supervisor

Work Expectations:

- Remain in contact with supervisor regarding details of specific work plan
- Respond to staff, students or families during regular work hours; communicate with staff as a group as needed
- Collaborate with teams at least once a week at a team-determined time, using Google Meet, a shared Google tool/conference call; connect with staff weekly
- Professional reading/learning

ECEAP - Family Support Specialist (FSS)

Telecommuting:

- Maximize work from home as personal resources allow; can meet with supervisor via phone or video chat.

Work Expectations:

- Work with supervisor and PSESD Early Learning team to support families in need by networking resources through virtual meetings, or phone
- Each teacher connects with each student/family weekly in an interactive format (Google Meet call, Remind call, Remind messaging).
- Participate in PD as designed by supervisor, coordinators and/or PSESD EL team.
- Professional reading/learning.

ECEAP Teachers

Telecommuting:

- Maximize work from home as personal resources allow; can meet with supervisor via phone or video chat.

Work Expectations:

- Respond to students and families during regular work hours
- Each teacher connects with each student/family weekly in an interactive format (Google Meet call, Remind call, Remind messaging).
- Employ technology to support students/families with continued learning:
- Maintaining an online presence like Google Classroom or a Google Site; And/OR
- Message weekly through Remind to outline recommended student activities for the week
- Collaborate with your team at least once a week at a team-determined time, using Google Meet, a shared Google tool or conference call
- Attend online PD and meetings as directed by district and/or PSESD early learning leaders
- Professional reading/learning

ECEAP TAs

Telecommuting:

- Maximize work from home as personal resources allow; can meet with supervisor via phone or video chat.

Work Expectations:

- Remain in contact with supervisor regarding details of specific work plan
- Prep instructional materials under the direction of case managers
- Compile student data, reports under the direction of teachers
- Collaborate with team
- Attend online PD and meetings as directed by district or school leaders
- Professional reading/learning