

# Appendix O

## Appendix O

### Staffing

Appendix O includes the locally developed protocols addressing or exceeding the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Sections B.4., B.5., and B.6.

In addition to the minimum requirements for staffing outlined in Sections B.4, B.5, and B.6, the following staff will regularly engage in some of the tasks/routines.

#### 1) Administrators

- a) Use Schoology, the district's learning management system (LMS), to frequently communicate guidance and resources to instructional staff and paraprofessionals
- b) Optimize the LMS to enable teachers to collaborate and share digital content to ensure consistency in content delivery and pacing for the face-to-face and remote student cohorts.
- c) Provide an additional layer of support for remote students while their teachers are instructing in the face-to-face setting by repurposing instructional aides, basic skills teachers, and interventionists.
- d) Supervisors will provide ongoing support to staff regarding the hybrid and remote learning models
- e) Develop building schedules for synchronous sessions for remote supports
- f) Conduct safety drills

#### 2) Teachers

- a) Spend the opening days of school making connections in the face-to-face setting that translate to the virtual setting
- b) Review and/or reteach key concepts to address any learning loss prior to beginning with new course content
- c) Instruct students during the in-person student day. Then provide feedback to those students in the remote setting for the day. Plan and design lessons using Schoology and monitor student participation
- d) Participate in SEL activities, especially on Remote Wednesdays
  - i) SEL Weekly Class Check-Ins
  - ii) No Place for Hate
  - iii) Building Better People



iv) Mindfulness

- e) Help students develop a common academic language so students can self-advocate
- f) Participate in professional development and required meeting

**3) Paraprofessionals/Support Staff**

- a) Collect and deliver student devices in need of repair
- b) Collect and deliver library books
- c) Help students organize their digital resources and processes
- d) Provide parents with video or documents to assist families with behavior techniques, prompting cues, etc.
- e) Assist with Grab and Go Lunches
- f) Additional responsibilities for paraprofessionals working with special education students are listed in Appendix Q.

**4) Basic Skills/Interventionists**

- a) Elementary level BSI supports will be delivered in synchronous sessions and through online activities for identified students' remote learning days.
- b) Provide Tier II support for small groups during Remote Wednesdays
- c) Create differentiated lessons to target skills deficits in struggling learners
- d) Basic Skills staff will assist in the administration of benchmark assessments (STAR) and reading inventories to determine student levels and areas of need
- e) BSI staff and interventionists will continue to track data and serve as mentor for students who are not responding to remote learning days

**5) Technology Integration Specialists**

- a) Create screencasts to acclimate parents and students to Schoology, Seesaw, Flipgrid and other commonly used digital platforms
- b) Provide asynchronous support to the teaching staff on Schoology
- c) Provide virtual training to Supervisors on the use of Performance Matters, a data dashboard that allows for the creation of common assessments and analysis of student achievement data

**6) Substitute Teachers**

- a) A dedicated daily substitute will be assigned to each school to fulfill unexpected needs.
- b) Support coverage of teachers and paraprofessionals, including responsibilities to ensure the safety and well-being of students.