Establishing the roles and responsibilities of different stakeholders

Remote Learning

Establishing and communicating explicit expectations for the roles and responsibilities of the different stakeholders in a school community is essential Leadership teams should work with their school communities to clearly identify their roles and responsibilities.

These are likely to look different in different schools. The table below has been borrowed and adapted from the US-based Instructional partners, and offers an initial starting point for schools undertaking this work.

STUDENT	FAMILY	TEACHER	PRINCIPAL
Own and take responsibility for individual learning	Prioritize the safety and well-being of family	Design and deliver teaching and learning via appropriate media	Design and lead a school-wide plan that puts the safety and well-being of students, families, and staff first
Complete independent assignments and submit them by deadlines	Monitor and support student participation in virtual learning and the completion of selected work	Serve as primary point of contact for social, emotional, and instructional needs of their students	Manage or oversee instructional delivery systems and support teachers in lesson design and delivery
Advocate for personal needs and additional support when needed	Review communications from the school and teachers to understand the available support and expectations for your student's learning at home	Monitor and provide feedback on submitted student work and maintain records	Manage or oversee school-level operations and communications
Log in at designated times to participate in virtual learning sessions	Create favourable conditions in the home to support productive student work	Ensure students have appropriate materials (physical and/or electronic) to engage in learning	Establish structures for virtual collaborative planning, coaching, and support
Submit work electronically via appropriate platform	Hold your student accountable for engaging actively in their learning	Facilitate online discussions and collaborative opportunities for students	Coach teachers around delivering quality instruction in new model
Submit completed work to teachers in approved channel	Advocate for your student's needs	Hold virtual office hours	Manage a virtual learning community
Keep track of completed written work and assignments and turn them into teachers at designated times	Support your student with technology usage	Hold regular individual/ small group check-ins via phone and/or online platforms	Monitor delivery of assignments, completion by students, and resulting data
	*Note: We recognize the burden that this shift poses to parents. These recommendations should be considered only when possible for families.	Create packets, handouts, and physical assignments to be delivered to students to enable them work offline	Coordinate relevant collection, printing, and delivery of instructional materials

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