

SETTING GOALS FOR TEACHER SUPPORT AND PROFESSIONAL DEVELOPMENT DURING CLOSURE

Goals	Incremental targets		
	Before distance instruction begins	During weeks 1-3 of distance instruction	From week 3 through end of school year
Remove barriers	<ul style="list-style-type: none"> Create and provide a list of people to call for different types of problems staff may encounter. 	<ul style="list-style-type: none"> Equip teachers with resources and real-time support as you roll out technology to kids. 	<ul style="list-style-type: none"> Develop a system for addressing needs only after you have created stop support to prevent people not help seeking because they don't understand the system.
Honor collective wisdom on your team	<ul style="list-style-type: none"> Deconstruct the problem together (seek feedback and insights from staff based on what they have learned from families) . 	<ul style="list-style-type: none"> Create continuous feedback forum (e.g., recurring staff meeting or quick survey) to share learnings on distance instruction. <p><i>Continue to run these conversations weekly, consider using a structured protocol (e.g., "peeling the onion")</i></p>	
Create sense of connectedness (Help teachers feel connected, engaged informed)	<ul style="list-style-type: none"> Principal sends e-mail or phone message to each staff member. 	<ul style="list-style-type: none"> Every teacher is personally contacted by someone on the leadership team. 	<ul style="list-style-type: none"> Every teacher has a planning partner. <ul style="list-style-type: none"> New teachers work with mentor teacher weekly.
Provide opportunities for new learning	<ul style="list-style-type: none"> Before instruction begins, ensure every teacher is trained on the basic tools you are using. Create or adapt, and then disseminate, reference/instruction sheets for the teaching tools the school will be using (see example for Zoom here and Google here). 	<ul style="list-style-type: none"> Continue to offer optional PD option for new learning <p><i>Continue to share these options regularly based on teacher learning and PD needs (samples from google here)</i></p>	