

Use of Visiting Teachers to Support Phase One

Phase One provides appointment-based services to students who are most in need of an onsite learning opportunity with access to an educator. The use of Visiting Teachers is for the purposes of providing additional support to students and their families. These services are designed to support, not replace the instruction provided by the teacher of record.

The teacher of record retains the responsibility for students on their roster identified to attend appointment-based instruction.

At no time will the work of the teacher of record be delegated to the visiting teacher who is providing onsite support to students during Phase One.

Visiting Teacher Role	Role of the Teacher of Record
Provide supervision to students during synchronous/ asynchronous instruction.	Teaching/ reteaching of the content
Provide students access to technology, materials and resources; help students use those materials.	Lesson design/ lesson planning
Assist students with organizing their work and provide positive reinforcement for students struggling to access online learning	Grading, administer formative assessments and provide feedback to students
Proctor tests/ quizzes/ examinations	Assessment and/ or testing for services
Provide tutoring services for students as directed and assigned by the classroom teacher.	Attendance tracking/ monitoring
Communicate with the teacher of record regarding the needs of students.	Parent communication

Acknowledgment. I have read and agree to the *Use of Visiting Teachers During Phase One* terms as outlined in this document. I understand that I may refer questions to my immediate supervisor or the Human Resource Services Division.

Visiting Teacher

Date

Classroom Teacher

Date

Site Administrator

Date