

## **Planning and Support for K-5; Teacher of Record and Pod Partner**

*This document was created for the purpose of providing parameters and expectations, both to the Teacher of Record and their Pod Partner. In an effort to ensure an equitable experience for all students whose classes have necessarily been separated into pods for the duration of our Temporary Learning Models, it is expected that all Teacher/Pod Partner Responsibilities will fall within these parameters, regardless of the certification status of a particular Pod Partner.*

### **Teacher of Record AND Pod Partner Expectations and Responsibilities:**

- Teacher of Record is responsible for providing curricular instruction, including all planning, and the delivery of any new instruction.
- Pod Partner is responsible for providing review/support of the curricular instruction, as directed by the Teacher.
- Teacher of Record will collaborate with Pod Partner and communicate the weekly learning plan and schedule.
- Teacher of Record will provide Pod Partner with the resources required for instructional review/support.
- Activities with the Pod Partner may include such things as: outdoor walks, playground/recess, quiet time, choice time, working on a writing piece, free writing, independent reading, read aloud, math review and practice (including math games), watching an instructional video, and practice of keyboarding skills, just to name a few.
- Pod Partner can provide support on laptop/desktop/iPad apps (previously taught by the Teacher of Record).
- Teacher of Record and Pod Partner will communicate regarding needs of students (academic, behavioral, social, etc.) in the learning spaces, as events warrant.
- Teacher of Record is responsible for daily attendance of both learning spaces, and will call Pod Partner and enter attendance into Infinite Campus.
- In the event of a Pod Partner absence, Teacher of Record will provide intended plan for the Pod Partner, to the substitute.
- Teachers and Pod Partners supporting a particular grade level will have common planning time to work together on Wednesday afternoons.

August 31, 2020