



Appendix A - Wellesley Public Schools

Educator Best Practices: March 18th - TBD

Best Practices for Unit A for March 19th

- Available for remote meetings (e.g. Google Meet) with their supervisors and/or building principals to share expectations for March 19th - TBD and plan for remote learning

Best Practices for Unit B for March 18th & 19th

- Available for remote meetings (e.g. Google Meet, conference call) with their supervisors and/or building principals to share expectations for March 19th - TBD and plan for remote learning

Best Practices for March 23rd - June 30th (See Tables 1, 2, 3, and 4 below)

- Please note that all Unit A and Unit B educators are expected to complete a free, 15-hour online professional development course offered by DESE
 - Unit A Members: *Foundations for Inclusive Practice* (Educator) (PDP Version)
 - Unit B Members: *Foundations for Inclusive Practice* (Administrator) (PDP Version)
- Please note that all Unit C members are expected to complete a free, 15-hour online professional development course offered by DESE
 - Unit C Members: *Foundations for Inclusive Practice* (Educator) (Non PDP Version)

Table 1: Unit A

Unit A Educators	Best Practices
PreK-5 Classroom Teacher	<ul style="list-style-type: none"> • Daily communication to students (e.g. "Morning Message") • Monitor/Respond to emails within 24 hours (<i>on days when school would be in session</i>) • One online Professional Development Course • Availability for remote meetings (e.g. grade level, faculty meeting)
K-5 Specialist Teacher	<ul style="list-style-type: none"> • Daily communication to students in a grade level (e.g. "Weekly Message" one grade per day) • Monitor/Respond to emails within 24 hours (<i>on days when school would be in session</i>) • One online Professional Development Course • Availability for remote meetings (e.g. department, faculty meeting)
PreK-5 Special Educator, ESL Teacher, & METCO Coordinator	<ul style="list-style-type: none"> • Daily communication to students/families (e.g. "Morning Message") • Provide guidance to support the suggested learning activities that have been developed for their students' classes • Provide suggested learning activities/resources for students & families • Ongoing case management per supervisor discretion • Monitor/Respond to emails within 24 hours (<i>on days when school would be in session</i>) • One online Professional Development Course • Availability for remote meetings (e.g. department, faculty meeting)
PreK-5 Related Service Provider	<ul style="list-style-type: none"> • Ongoing case management per supervisor discretion • Provide guidance to support the suggested learning activities that have been developed for their students' classes • Provide suggested learning activities/resources for students & families • Monitor/Respond to emails within 24 hours (<i>on days when school would be in session</i>) • One online Professional Development Course • Availability for remote meetings (e.g. department, faculty meeting)
K-5 Math & Literacy	<ul style="list-style-type: none"> • Ongoing projects related to math/literacy support per supervisor discretion and



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Specialists	<p style="text-align: center;">building principals</p> <ul style="list-style-type: none"> ● Monitor/Respond to emails within 24 hours (<i>on days when school would be in session</i>) ● One online Professional Development Course ● Availability for remote meetings (e.g. department, faculty meeting)
Grades 6-12 Classroom Teacher	<ul style="list-style-type: none"> ● Daily communication related to remote learning for students via email, class website, Google Classroom and/or Canvas ● Monitor/Respond to emails within 24 hours (<i>on days when school would be in session</i>) ● One online Professional Development Course ● Availability for remote meetings (e.g. department, course/team, faculty meeting)
Grades 6-12 Specialist/Elective Teachers	<ul style="list-style-type: none"> ● Weekly communication related to remote learning for students via email, class website, Google Classroom and/or Canvas ● Monitor/Respond to emails within 24 hours (<i>on days when school would be in session</i>) ● One online Professional Development Course ● Availability for remote meetings (e.g. department, course/team, faculty meeting)
Grades 6-12 Special Educator, ESL Teacher, & METCO Coordinator	<ul style="list-style-type: none"> ● Regular updates related to remote learning for students via email, class website, Google Classroom and/or Canvas ● Provide guidance to support the suggested learning activities that have been developed for their students' classes ● Provide suggested learning activities/resources for students & families ● Monitor/Respond to emails within 24 hours (<i>on days when school would be in session</i>) ● One online Professional Development Course ● Availability for remote meetings (e.g. department, course/team, faculty meeting)
Grades 6-12 Related Service Provider	<ul style="list-style-type: none"> ● Ongoing case management per supervisor discretion ● Provide guidance to support the suggested learning activities that have been developed for their students' classes ● Provide suggested learning activities/resources for students & families ● Monitor/Respond to emails within 24 hours (<i>on days when school would be in session</i>) ● One online Professional Development Course ● Availability for remote meetings (e.g. department, course/team, faculty meeting)
Grades 6-12 Guidance Counselor	<ul style="list-style-type: none"> ● Ongoing case management per supervisor discretion ● Monitor/Respond to emails within 24 hours (<i>on days when school would be in session</i>) ● One online Professional Development Course ● Availability for remote meetings (e.g. department, course/team, faculty meeting)
K-12 Instructional Technology Specialists	<ul style="list-style-type: none"> ● Ongoing support for educators per supervisor discretion ● Monitor/Respond to emails within 24 hours (<i>on days when school would be in session</i>) ● One online Professional Development Course ● Availability for remote meetings (e.g. department, faculty meeting)
Nurses	<ul style="list-style-type: none"> ● Ongoing case management per supervisor discretion ● Monitor/Respond to emails with 24 hours (<i>on days when school would be in session</i>) ● One online Professional Development Course ● Availability for remote meetings (e.g. department, course, faculty meeting)
PreK-12 Coordinator for Curriculum, Assessment & Accountability (CAA)	<ul style="list-style-type: none"> ● Ongoing projects related to CAA per supervisor discretion ● Monitor/Respond to emails with 24 hours (<i>on days when school would be in session</i>) ● One online Professional Development Course ● Availability for remote meetings as needed



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Table 2: Unit B

Unit B Educators	Best Practices
Department Heads & Elementary Special Education Coordinator	<ul style="list-style-type: none"> ● Ongoing remote support and coordination with Unit A teachers within your department/discipline ● Monitor/Respond to emails within 24 hours <i>(on days when school would be in session)</i> ● Availability for remote meetings (e.g. leadership teams, supervisor) ● One online Professional Development Course ● Maintain ongoing communication with principals
PreK-12 Directors	<ul style="list-style-type: none"> ● Ongoing remote support and coordination of Unit A teachers within your department/discipline ● Monitor/Respond to emails within 24 hours <i>(on days when school would be in session)</i> ● Availability for remote meetings (e.g. leadership teams, supervisor) ● One online Professional Development Course ● Maintain ongoing communication with principals
PreK-12 Director of Professional Development	<ul style="list-style-type: none"> ● Ongoing project management related to professional learning per supervisor discretion ● Monitor/Respond to emails within 24 hours <i>(on days when school would be in session)</i> ● One online Professional Development Course
Out of District Coordinator (OOD)	<ul style="list-style-type: none"> ● Ongoing remote support and supervision of Unit A staff under your supervision ● Ongoing remote communication and support to OOD families and schools ● Monitor/Respond to emails within 24 hours <i>(on days when school would be in session)</i> ● Availability for remote meetings (e.g. leadership teams, supervisor) ● One online Professional Development Course

Table 3: Unit C

Unit C Educators	Best Practices
Teaching Assistants (e.g. building TAs, Special Education TAs, Library TAs)	<ul style="list-style-type: none"> ● Ongoing task completion, as prompted by cooperating teacher ● Monitor/Respond to emails within 24 hours <i>(on days when school would be in session)</i> ● One online Professional Development Course (non-PDP version)
Paraprofessionals (e.g. Reading Interventionists, Special Education Paras)	<ul style="list-style-type: none"> ● Ongoing task completion, as prompted by cooperating teacher ● Monitor/Respond to emails within 24 hours <i>(on days when school would be in session)</i> ● One online Professional Development Course (non-PDP version)

Table 4: WEPSA

Unit C Educators	Best Practices
Secretarial & Clerical Staff	<ul style="list-style-type: none"> ● Ongoing coordination with their supervisor to determine workflow support as needed ● Monitor emails ● For School Secretaries: verify completion and accuracy of Novatime.