
Dear Yonkers Public Schools Educators,

These are unprecedented times and each day brings new discoveries and challenges for both our personal lives and our work as educators. What we know is that our students need to feel that their teachers and administrators continue to care about their well-being and their continuing education. Therefore, it is essential for us to provide continuity of instruction for our students. They must continue their learning and receive related services while outside of the physical classroom.

Equally important, Yonkers' educators must maintain their well-being and reach out to one another through collegial collaboration around our work and friendships. Every member of our learning community - building level leaders, certified staff, therapeutic providers, and assisting adults – must feel engaged and valued as we navigate Electronic Learning.

To assist with our staff with collaboration and delivery of distance instruction, we have developed **Electronic Learning - Best Practices for Continuity of Instruction**. This will be a series of informative strategies to assist Yonkers educators in coordinating efforts and collaborating to support our students' continued growth and success.

Thank you for your efforts and stay well.

Dr. Edwin M. Quezada, Superintendent of Schools

Best Practices for Continuity of Instruction – Guidance # 1
Roles and Responsibilities that Contribute to Strong Collaboration

Classroom Teachers - Subject Area Teachers
Specialists, e.g., Reading and English as a New Language (ENL)
Art, Music and Physical Education

Staff in this category may use an online platform and email with students and parents to provide assignments in alignment with the subject content standards and requisite skills of their respective classes. It is strongly recommended that teachers interact with students, parents, and colleagues within the contractual workday. These responsibilities *may* include:

Instructional Delivery and Interaction

- Communicate expectations to students and families about the instructional plan for the day or week, including and not limited to learning objectives, required activities/assignments, additional activities/assignments, links to resources, and assessments by 8 pm the evening prior via your chosen social media platform or the official Yonkers Public Schools building-based website, teacher's page.
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- Communicate due dates for assignments and keep records of student participation.
- Communicate designated times when the teacher is available to interact with students for the purpose of delivering lessons, facilitating discussion where age appropriate, providing feedback, and/or leading other instructional activities (e.g., virtual field trips) via chosen social media platform or the official Yonkers Public Schools building-based website, teacher's page.
- Manage submission of assignments and determine how assignments will be used to guide future instruction and keep records of student participation.
- Utilize agreed-upon communication plan determined by the school principal to address any daily updates or changes to district plan/schedule. Check in daily with students and families to remind them it is important to access Electronic Learning Platform(s) daily and/or complete activities/assignments as well as keeping them informed of missed assignments and academic implications of missing assignments.
- For students who need additional support or enrichment, identify appropriate activities and assignments to assist with engagement and scaffolding instruction which are available in the District Electronic Learning channel.
(<https://www.yonkerspublicschools.org/domain/5866>)
- Provide research-based materials to support learning for reading, language development, and meeting the needs of special education students.
- Ensure that MLLs/ELLs receive language support as they continue to learn content through distance learning. Additional guidance will be provided in an upcoming *Supporting Multilingual Learners/English Language Learners with Distance-Learning*.

Collaboration and Coordination of Services

- Co-teaching pairs/teams (ICT, ENL) should plan appropriately to support their students' needs (including Teaching Assistants)
- Collaborate with specialists (Reading, ENL, Resource) to modify or scaffold instruction.
- Participate in professional learning opportunities or Professional Learning Communities (PLC) remotely (i.e., conference call, Zoom, 365 Teams, Instagram, Twitter PLN's) during the contractual workday
- Participate in IEP or Annual Review meetings remotely (i.e., conference call, Zoom) at request of the committee chair
- Regularly check e-mail for updates from District and school personnel. Follow up as needed with internal personnel.