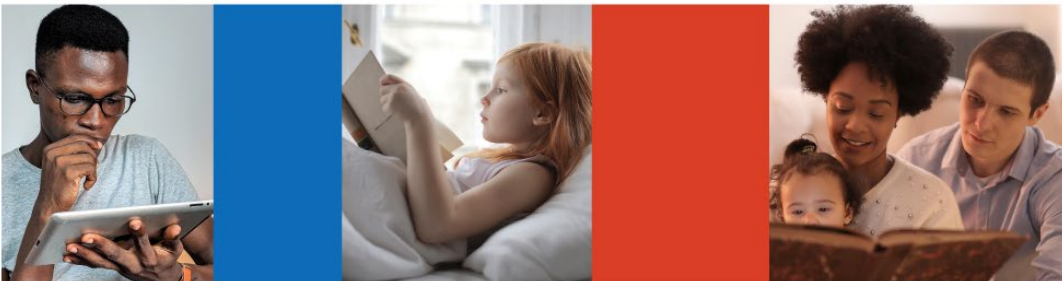**Phase 3:** Operationalize the At-Home Model

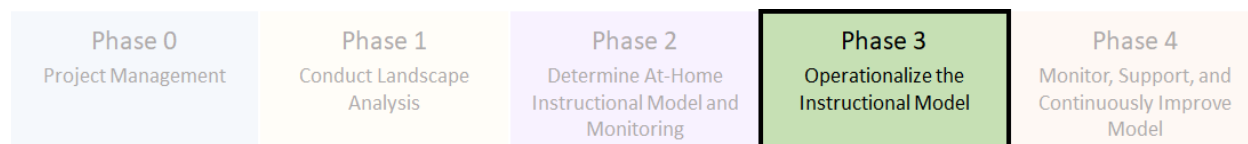**TEA**

Instructional Continuity
Planning Guide

3.2 Adapt Staffing Models

The information included in this guidance is provided as a resource only.
This information is intended to assist in the delivery of educational resources in this time of public crisis.

Phase 3: Operationalize the At-Home Model
Planning Category 3.2: Adapt Staffing Models

Phase 0	Phase 1	Phase 2	**Phase 3**	Phase 4
Project Management	Conduct Landscape Analysis	Determine At-Home Instructional Model and Monitoring	**Operationalize the Instructional Model**	Monitor, Support, and Continuously Improve Model

Planning Category Activities

1. **Identify staffing** plan needs based on selected curriculum and instruction model.

2. **Update roles and responsibilities** of all school and district level positions included in staffing model.

Planning Guidance

During the fluidity of school closures, local education agencies must carefully consider planning, alignment, and expectations of staff to effectively support instructional continuity.

Guiding Principles

- **Lead.** During this unprecedented time, staff members look to you for guidance and direction.
- **Set high expectations for staff and students.** Leaders must set the expectation that students must still learn during school closures. If teacher expectations are lowered, student outcomes will suffer.
- **Clarity is king.** Have clear roles and responsibilities, expected actions, and communicated due dates and times for staff and students.
- **Don't recreate the wheel.** Leverage current staff structure, schedules, and responsibilities as a starting place and adapt for an at-home model.

Five Steps for Identifying Staff Roles and Responsibilities

1. **Identify and communicate point people.** Create a staff-facing matrix of whom to go to for what issues (e.g., content specific, operations, tech access).

2. **Clearly communicate teacher roles and responsibilities.** Use the resources provided in this document to assign, communicate, and manage follow-up for individual teacher responsibilities.

3. **Continue weekly check-ins or professional learning communities (PLCs).** Teachers should continue learning alongside students, so continue (virtual) coaching conversations and PLCs.

4. **Set up daily contact** for staff and students. Teachers should contact students as frequently as possible to check on wellness and learning. Prioritize communication with at-risk students.

5. **Monitor student progress.** Give students a schedule, determine how teachers will assess student learning, and give feedback to support all learners.

Suggested Staff Support
- **District:** Curriculum and Instruction, HR
- **School:** administrators, department heads

TEA Resources
- Expectations for At-Home Learning for District Staff
- Expectations Template for At-Home Learning School-Based Staff
- Guidance on Educator and Staff Issues and Educator Evaluations and Non-Renewal
- Staffing Models Matrix: searchable list of sample staff expectations with categorized attributes to meet the needs of multiple district contexts
- ***Coming Soon*** TEA Special Populations-Specific Staffing and Scheduling Guidance: about serving students with special needs during school closures

Additional Resources
- Instruction Partners Four Phases of Building Culture
- TASB Personnel Issues During Epidemics and School Closures
- TASB Personnel Issues Related to Instructional Continuity During Closures
- TASB HR Services COVID-19 Frequently Asked Questions

District-Created Examples
- Alamo Heights ISD Continuous Learning Guidelines: a resource for teachers
- Garland ISD Educator Training: district-level expectations for teachers on a week-by-week basis with exit ticket from training
- Miami-Dade County Public Schools "Preparing for Distance Teaching and Learning" presentation: informational PowerPoint with teacher checklists
- Rocky Mountain Prep Teacher/Staff Expectations: expectations for teachers, staff, and students
- Success Academy Remote Learning Deck: simple and clear teacher schedule and expectations
- Wylie ISD Instructional Plan for School Closure: includes roles and responsibilities

Find links to all Phase 3 resources on the TEA Instructional Continuity Framework website.