

MEMEORANDUM

TO: APS Teacher Leader Facilitators
FROM: Jami Jacobson, APS Elementary Sr. Director, C and I/TLN
DATE: July 16, 2020
RE: **August 10 PD Day Responsibilities**

August 10, 2020 is the APS District PD day for all classroom teachers. Unlike previous years, this date is not negotiable given the nature of the training that the District will provide. All classroom teachers will be trained on use of Google Classroom and See Saw online teaching platforms for K-12. While APS does not mandate that teachers use only these platforms for teaching online this Fall, APS C and I strongly suggests and encourages that teachers uses these platforms to help students and families access a consistent learning platform for any and all of their children who are students in APS. APS highly recommends their use for remote learning in order to support our students and families with a consistent digital platform.

On August 10, 2020, APS Ed Tech will provide a virtual live stream training accessible to all teaching and learning staff in APS. Times and login information is forthcoming and will be sent to TLFs and school administration prior to the August 10 PD day. This training will fill 2/3 of the work day designated for PD as per that 2020-21 APS Negotiated Agreement. This will be approximately 4 hours of the work day.

TLFs at each school have the following responsibilities on and around in order to support this professional learning on August 10:

- Communicate this memo to your school administration, office team and certified staff at your school site on or before August 5, 2020.
- Assist staff in finding access to Google Classroom, See Saw, Google Meet and My.APS.EDU apps for ease of use during this school year, prior to the August 10 PD Day.
- Collaborate with school technology staff to provide technical support to teachers in updating their laptops and troubleshooting any connectivity issues they may encounter while participating in this PD day from home.
- Forward all documents shared during your July 3-day training and all other documents and communications that are sent to the TLF in preparation for the PD day to school staff and administration. This includes Essential Standards, Content Module Index and complete module access locations as they are shared, POWERSCHOOL registration information as needed, and any future documents that will be provided by the District for the purpose of Virtual Teaching and Learning. We will provide you with a list of documents and links that teachers in your school will need for the August 10 training. Please forward these to the appropriate school staff as you receive them.
- Guide teachers to the APS Help Desk, APS C and I TSS and BSS Support as needed (found on the APS.EDU website under the C and I department tab.). A one-pager with all pertinent information will be created and sent to you ASAP
- Plan with your school administration the avenues for support of digital learning that will be necessary for teachers as they begin working with students in the virtual classrooms as well as other PD or self-study opportunities that arise throughout the school year.
- Attend any and all Google Meet virtual updates scheduled by either Ed Tech or APS C and I Teaching and Learning Network to keep current with any new or changing information.
- Seek support of the TLN leadership as you need via email in a timely manner.
- Encourage teachers to persevere and exercise patience as they learn these platforms. APS Ed Tech and APS C and I will provide support throughout the school year for not only the platforms, but for the Essential Standards, sample Content Modules for the various grades and content areas and other resources

teachers may need to effectively engage and guide students in an ever-changing education and social structure.

Please be reassured the C&I and Ed Tech and Teacher Learning Network will be here to support you as you adjust to changing conditions over the course of the year.

Should you need assistance prior to the start of the school year on August 5, or have questions/concerns/suggestions, please do not hesitate to contact Jami Jacobson and Dr. Karen Webb at Jacobson_j@aps.edu or karen.webb2@aps.edu at any time.

Thank you for your commitment and hard work, and know that we are with you in this ever-changing time.



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TEACHING AND LEARNING NETWORK*