



# PANDEMIC TEACHING EXPECTATIONS

March 25, 2020

Dear Colleagues,

First and foremost, thank you for the incredible dedication you have already shown towards our students and CCS community. There are many heroic actions being performed each day amidst this uncertain situation and we appreciate everything you are doing.

Columbus City Schools students, community, and staff are facing challenges unlike anything we have faced previously. In addition to making sure that our own families are safe, we have been tasked with the crucial mission of continuing to offer learning opportunities to our students. The District and CEA are focused on how to support educators while offering online learning opportunities for our students.

The expectation moving forward is that each teacher and other CEA professionals engage in a minimum of 6 hours of availability per school day. We understand that many of you are caring for your own children or other family members and flexibility of schedule is necessary. A typical day might include approximately 2 hours of planning or District/School directed Professional Development and 4 hours of "office hours" (directed by you within your regular work schedule) where you are available to engage with students/parents and complete other tasks assigned to you by your principal consistent with your job assignment, the CEA-CCS Master Agreement, and the School Closure MOU between the parties. We recognize that your work will vary daily and that the hours you work and/or devote to specific tasks will vary with the work. We acknowledge your professional capacity to manage your own schedule in conjunction with District expectations and complete the necessary work to provide learning opportunities for our students. In order to ensure you have access to the training you need, professional development opportunities will be offered for our online platforms and communicated to you as they become available.

Teachers may take home a District desktop computer or other district device as outlined in a communication dated March 23, 2020, to support their important work. Please use your District email account and applications for all parent/student communication. We recommend you do not use text messaging, social media, or personal email accounts for work purposes. Many teachers use a classroom communication/management app or platform and that should continue.

Any teacher who does not have access to a device as outlined above should notify their principal as soon as possible. Any questions or concerns should be directed to your principal as well. It will take all of us, working together, to provide meaningful educational experiences to our students during these incredible circumstances.

We appreciate your dedication to your students and look forward to supporting your important work.

Handwritten signature of Talisa L. Dixon in black ink.

**Dr. Talisa Dixon**  
Superintendent/CEO, Columbus City Schools

Handwritten signature of John Coniglio in black ink.

**John Coniglio**  
President, Columbus Education Association