



## Marietta City Schools Professional Duties and Responsibilities During Virtual Learning

Thank you for your unwavering commitment to our students and our district. As we virtually start our school year, we are providing an overview of professional expectations for all staff. Please know we each expect each of you to fully engage, be that in the school building or virtually, to best serve our students.

We are giving each staff member the flexibility, based on personal circumstances and medical history, to collaborate with your supervisor to determine the safest location to complete your professional duties. Based on your needs, additional duties may be assigned so as to maximize your availability and contribution to the district.

Below is a guide for each category of employee, as well as the specific duties and responsibilities that will be expected to be fulfilled for the entirety of the virtual instruction period. School leaders, department and program heads, and cabinet members may request additional professional expectations of the individuals on their teams.

All staff members who work in-person must wear a mask (except when alone in a private office space) and should be social distancing to the greatest degree possible. Vulnerable populations are people 60 years old and older, and people with health conditions such as heart disease, lung disease, diabetes, kidney disease, and weakened immune systems. Vulnerable populations should limit outings, not attend large gatherings unless it is essential to do such, and avoid people who are sick.

At this time, we are unsure of the date MCS will begin in-person learning. While we intend to give you the greatest degree of advanced notice, all staff are expected to be prepared and responsive to whatever date we return to in-person learning.

Employee Category	Additional Expectations
<b>K-12 Teachers (Including Supply Teachers)</b>	In accordance with your school’s virtual learning schedule, engage with students and colleagues at scheduled dates/times. Respond to requests from your principal (via email, text, or phone) within 24 hours (Monday-Friday). Monitor email; respond to requests from your students or families within 24 hours (Monday-Friday). Be responsive to all requests, protocols, and training relative to Schoology (and other online support resources for students); over-communicate with your principal and school-based Schoology expert team as you have questions or needs. Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate. Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office. Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).
<b>Special Education Case Managers, Itinerant Teachers (PreK-12)</b>	In accordance with your school’s virtual learning schedule, engage with students and colleagues at scheduled dates/times. Respond to requests from your principal (via email, text, or phone) within 24 hours (Monday-Friday).

	<p>Monitor email; respond to requests from your students or families within 24 hours (Monday-Friday).</p> <p>Be responsive to all requests, protocols, and training relative to Schoology (and other online support resources for students); over-communicate with your principal and school-based Schoology expert team as you have questions or needs.</p> <p>Read and review <a href="#">DSS protocols</a>; contact your TSS, principal, or Kristal Brown as you have questions or needs.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a>– communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>Paraprofessionals</b>	<p>In accordance with your school’s virtual learning schedule, engage with students and colleagues at scheduled dates/times.</p> <p>Monitor email for communication from your principal; respond to requests from your principal (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>As requested by your collaborating teacher, supervisor or principal, be available Monday-Friday to support your students. This could include collaborating with teachers and students via Schoology or collecting relevant online instructional resources (as requested by your collaborating teacher or supervisor), remediation, and engagement.</p> <p>If you are not able to regularly access a computer/internet during the school closure (Monday-Friday), please notify your principal and a device/hotspot will be provided to you.</p> <p>Based on the instructional needs determined by your collaborating teacher and principal, paraprofessionals may also organize school-wide materials and consumables for students or be used for in-person or virtual tutoring.</p> <p>Special education paraprofessionals will be expected to support instruction, data collection, and attend virtual/in-person IEP meetings.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to support your collaborating teacher (due to illness or otherwise).</p>
<b>Counselors, Parent/Community Liaisons</b>	<p>Monitor email and cell phone; respond to requests from your principal or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Monitor email and office voicemail; respond to requests from your students or families within 24 hours (Monday-Friday).</p> <p>Conduct small-group sessions with students.</p> <p>Engage, as requested, in communicating by email or phone with families who need additional support with technology access, meal delivery, or social-emotional support.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>

<b>Instructional Coaches, Media Specialists</b>	<p>Monitor email and cell phone; respond to requests from your principal or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Monitor email and office voicemail; respond to requests from teachers you support relative to Schoology and development of instructional materials.</p> <p>Engage, as requested, in developing additional instructional resources for staff and students (through Schoology or printed materials).</p> <p>Collaborate with Office of Academic Achievement, as requested, to support student learning.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a>– communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>School Office Staff</b>	<p>Coordinate with principal regarding front office expectations.</p> <p>Monitor email and cell phone; respond to requests from your principal or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Monitor email and school voicemail; respond to requests from your students or families within 24 hours (Monday-Friday).</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a>– communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>MCS Custodians</b>	<p>Report to work; communicate any needs or concerns to your supervisor.</p> <p>Monitor email and cell phone; respond to requests from your principal or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>Maintenance</b>	<p>Report to work; communicate any needs or concerns to your supervisor.</p> <p>Monitor email and cell phone; respond to requests from your principal or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a>– communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>MCS Nutrition Staff and Local Cafeteria Monitors</b>	<p>Report to work; communicate any needs or concerns to your supervisor.</p> <p>Monitor email and cell phone; respond to requests from your principal or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a>– communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p>

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<b>Transportation</b>	<p>Report to work; communicate any needs or concerns to your supervisor.</p> <p>Monitor email and cell phone; respond to requests from your principal or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a>– communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>Social Workers</b>	<p>Monitor email and cell phone; respond to requests from your principal or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Monitor email and office voicemail; respond to requests from your students or families within 24 hours (Monday-Friday).</p> <p>Engage, as requested, in communicating by email or phone with families who need additional support with technology access, meal delivery, or social-emotional support.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>School Psychologists</b>	<p>Monitor email and cell phone; respond to requests from your principal or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Monitor email; respond to requests from your families within 24 hours (Monday-Friday).</p> <p>Collaborate with teachers and families to gather data needed to complete existing or new evaluations.</p> <p>Read and review <a href="#">DSS protocols</a>; contact your TSS, principal, or Kristal Brown as you have questions or needs.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a>– communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>Speech Language Pathologists</b>	<p>Monitor email and cell phone; respond to requests from your principal or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Monitor email; respond to requests from your families within 24 hours (Monday-Friday).</p> <p>Collaborate with teachers and families to gather data needed to complete existing or new evaluations.</p> <p>Read and review <a href="#">DSS protocols</a>; contact your TSS, principal, or Kristal Brown as you have questions or needs.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a>– communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p>

	<p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>Occupational, Physical Therapists</b>	<p>Monitor email and cell phone; respond to requests from your principal or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Monitor email; respond to requests from your families within 24 hours (Monday-Friday).</p> <p>Collaborate with teachers and families to gather data needed to complete existing or new evaluations.</p> <p>Read and review <a href="#">DSS protocols</a>; contact your TSS, principal, or Kristal Brown as you have questions or needs.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>Nurses</b>	<p>Report to work; communicate any needs or concerns to your supervisor.</p> <p>Monitor email and cell phone; respond to requests from your principal or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Monitor email and school voicemail; respond to requests from your families within 24 hours (Monday-Friday).</p> <p>Complete appropriate duties relative to opening of school, clinic preparation, COVID-related protocol implementation and training, and direct service to students and staff.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>Technology</b>	<p>Report to your assigned location; communicate any needs or concerns to your supervisor.</p> <p>Monitor email and cell phone; respond to requests from your principal, parent/student, or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Be available, as requested, for preparation and distribution of technology to support MCS continuity of learning plan.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day you report in-person to an MCS school or office.</p> <p>Communicate directly with Torey Bradley if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>Assistant Principals</b>	<p>Monitor email, cell phone, and office voicemail; respond to requests from your principal or central office (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Monitor email and office voicemail; respond to requests from your students or families within 24 hours (Monday-Friday).</p> <p>In collaboration with your school principal and academic coaches, make ongoing and reasonable efforts to monitor teacher use and fidelity of Schoology.</p>

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<b>Principals</b>	<p>Lead.</p> <p>Review staff roster to ensure that all staff are appropriately engaged to support students, staff, and families.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a>– communicate as directed with Grant, Belinda, and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day you report in-person to an MCS school or office.</p> <p>Communicate directly with your Grant and Belinda if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>District Office Staff</b>	<p>Monitor email and cell phone; respond to requests from your supervisor (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Monitor email and office voicemail; respond to requests from MCS staff and external constituents within 24 hours (Monday-Friday).</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>ASP/BSP</b>	<p>Support the Marietta Community School in efforts to create a safe learning environment for the children of MCS staff.</p> <p>Monitor email and cell phone; respond to requests from principals or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<b>Driver's Ed Instructors</b>	<p>Follow driver's education protocols provided by Kimberly Custance.</p> <p>Monitor email and cell phone; respond to requests from Marietta Community School administration or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>



<p><b>Independent Contracted Employees</b></p>	<p>Remain in regular communication with your immediate supervisor – respond to email and phone, as requested.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<p><b>School-based Support Positions Not otherwise assigned (Hall Monitors, Behavior Intervention Specialists, etc.)</b></p>	<p>Report to your assigned location; communicate any needs or concerns to your supervisor. Monitor email and cell phone; respond to requests from principals or central office administrators (via email, text, or phone) within 24 hours (Monday-Friday).</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office.</p> <p>Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p>
<p><b>Other</b></p>	<p>If your employee category is not specifically listed, please consult with your immediate supervisor regarding professional expectations.</p> <p>Review <a href="#">Department of Public Health (DPH) flowchart for COVID-19 Screening</a> – communicate as directed with supervisor and Cindy Davis, if/when appropriate.</p> <p>Refer to required daily self-check (provided at the end of this document) to be completed each day if/when you report in-person to an MCS school or office. Communicate directly with your supervising administrator if you are unavailable to complete the above professional expectations (due to illness or otherwise).</p> <p>For questions regarding HR, please contact Tyler Gwynn, Assistant Superintendent of Human Resources, at <a href="mailto:tgwynn@marietta-city.org">tgwynn@marietta-city.org</a></p>

**Daily Required  
Self-Check for Each  
MCS Staff  
Reporting to an  
MCS School/Office**

Each MCS staff member who is reporting to a school or office is responsible for daily self-screening, which includes the following actions and questions. If you reply yes to any of these questions, stay home and contact your supervisor.

- Take your temperature. Do you have a **fever** (temperature over 100.4°F or 38°C) without having taken any fever-reducing medications?
- Do you have a **loss of smell or taste**?
- Do you have a **cough**?
- Do you have **muscle aches**?
- Do you have a **sore throat**?
- Do you have **congestion or a runny nose**?
- Do you have **shortness of breath**?
- Do you have **chills**?
- Do you have a **headache**?
- Have you experienced the new onset of any **gastrointestinal symptoms** such as nausea, vomiting, diarrhea, or loss of appetite in the last few days?
- Have you, or anyone you have been in close contact with, been **diagnosed with COVID-19 or placed in quarantine** for possible exposure to COVID-19 within the last two weeks?
- Have you been **asked to self-isolate or quarantine** by a medical professional or a local public health official in the last two weeks?

If you begin to feel ill while at work, please immediately contact your supervisor. You should have no further contact with students or staff.

If you have any of the above COVID-19 related symptoms, in addition to immediately contacting your supervisor, please contact Cindy Davis, Executive Secretary for the Department of Special Services, by email ([cindydavis@marietta-city.org](mailto:cindydavis@marietta-city.org)) or phone (678-695-7238).

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.