

**MISS VILLARI'S TASKS BEING COMPLETED DURING OFFICE HOURS
MONDAY-FRIDAY 10:00am-1:00pm**

Instructional Guidance

- I will be providing direct instruction through Google Meet, checking students' understanding, providing support, answering questions, and monitoring the completion of independent tasks. I will be presenting information and conversing with students to monitor comprehension and understanding, confirming conceptions, clarifying misconceptions, and providing ongoing feedback to students. I will be available through Google Classroom, Google Meet, and "Remind" (school communication app) to respond to student and parent questions and concerns regarding assigned tasks.

Professional Development

- I will be available for virtual training and/or learning pre-determined by my principal. I will be available to be directed to watch a webinar, research a particular topic, and/or participate in a principal facilitated PD via Google Hangout, Zoom, or other chosen platform.

Student Feedback

- I will be checking student work and offering feedback via Google Classroom and "Remind" (school communication app) to further student learning.

Lesson Planning for Review/Enrichment

- I will be developing (and submitting to my principal) assignments/tasks for students to review previously learned materials or enrich grade level learning, to post on Google Classroom and "Remind" (school communication app) for the following week.

Review Principal Feedback & Post Assignments for Following Week

- I will be checking email or other platform for principal notes on my lesson plans and making the necessary adjustments (if applicable). I will post assignments to Google Classroom.

You can contact Miss Villari through the "Remind: School Communication" app on Monday through Friday from 10:00am-1:00pm. There are 3 ways you can join the app:

- 1. You can join using this link: <https://www.remind.com/join/6ke9g87>***
- 2. Download the app "Remind: School Communication" and put in our class code 6ke9g87***
- 3. Send a text to the number 81010. Write this message in the message box: @6ke9g87***

******Note: Miss Villari has weekly meetings and will NOT be available during these times.***

- ***Common Planning Time – Mondays 9:00am-10:00am***
- ***Staff Meeting – Tuesdays 1:00pm-2:00pm***
- ***CLI Meeting – Thursdays 8:30am-9:00am***