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INTEROFFICE MEMORANDUM

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To: DCSD Teachers
From: Dr. Michelle Jones, Interim Chief Human Resources Officer
Through: Mrs. Cheryl Watson-Harris, Superintendent
Subject: Concurrent Teaching Expectations- Second Semester
Date: January 10, 2022

As we continue operating in our new normal, the nature of how we work is changing. As such, The District expects **all** staff to grow and obtain the skills necessary to continue providing high-quality education for our students, which now includes in-person and virtual instruction. While doing one is challenging, doing both at the same time can be more demanding. For this reason, the District has extended the temporary supplement for those recommended teachers agreeing to deliver instruction virtually and in-person concurrently.

- The Concurrent Teaching Stipend is for the school year 2021-2022 and is being funded by the CARES Act and based on funding and annual approval.
- The stipend amount is \$3,500 per semester, paid in four increments throughout the semester. Should the assignment end for any reason, the stipend will end. This includes the District shifting to virtual-only learning or district-wide hybrid learning.
- All teachers agreeing to teach concurrently must sign an agreement (attached) to provide high-quality instruction for virtual students in addition to in-person students. Principals must monitor teachers engaged in concurrent teaching.
- The stipend is the same regardless of the plan for providing instruction (self-contained, number of students, course content, grade level, etc.)
- Concurrent teaching is defined as delivering instruction to students virtually and in person simultaneously. Teachers with a full virtual schedule are not eligible for the supplement.

Elementary Principals should follow the guidance below:

- Principals should review the master schedule and student enrollment prior to assigning any teachers concurrent teaching. **The expectation is that Principals are practicing strategic scheduling.**
- Physical Education must be offered to virtual learning students (Board policy).
- Principals will be given the flexibility to organize group/grade levels of virtual students to meet the needs of the school.
- Principals shall adhere to the DeKalb County School District Class Size Requirements when setting up classrooms.
- Principals can identify and recommend up to 10 teachers to participate.

- Principals who need more than 10 teachers must submit a written request to their Regional Superintendent.

Middle School Principals should follow the guidance below:

- Principals should review the master schedule and enrollment prior to assigning any teachers to concurrent teaching. **The expectation is that Principals are practicing strategic scheduling.**
- Courses with Carnegie Units must be considered when selecting teachers who provide instruction to virtual learning students
- Principals will be given the flexibility to organize group/grade levels of virtual students to meet the needs of the school
- Principals shall adhere to the DeKalb County School District class size requirements when setting up classrooms
- Principals can identify and recommend up to 10 teachers to participate.
- Principals who need more than 10 teachers must submit a written request to their Regional Superintendent.

High School Principals using the concurrent teaching model as a strategy to provide instruction due to a vacancy may request a stipend for teachers willing to instruct in-person and virtual concurrently. This model is not intended for class coverage.

Principals who have identified teachers for the concurrent teaching model should have teachers complete the attached Concurrent Teaching Stipend Agreement and submit them to their Regional Superintendent. Once signed and approved, the Regional Superintendent should submit the agreement and spreadsheet to Human Resources for processing. All forms must be received by January 14, 2021.