



Guidelines For Hiring ONLINE LEARNING POD SUPERVISORS

With distance learning, families are figuring out new ways to support their children's education. The following outlines a way to practice values of community, equity and fairness and create clear agreements with other families and people who are hired to supervise online distance learning.

Many families are coming together to create distance learning pods for their school age children with the support of an Online Learning Supervisor, someone who can be present and assist with both the technology and the process of engagement with their teachers. Distance learning pods allow children to have a collective and social experience while learning remotely and virtually. For parents, learning pods offer convenience in that they involve more adults to share in responsibility, valuable opportunities for children to socialize, and a reduction in childcare costs. For the Online Learning Supervisor, the benefits potentially include the advantage of caring for a group of children who become playmates and support each other's educational and learning goals.

*before you
begin!*

The role of the Online Learning Supervisor requires focus. The role cannot be combined with providing care for younger children, or with tasks that fall outside of those listed on the chart below.

While there are benefits to this arrangement, a successful distance learning pod requires additional communication, coordination and clarity that goes above and beyond those of a situation where an Online Learning Supervisor works for only one family. As such, a pod should be made up of no more than three families, and it is important that the pod establishes the following set of agreements.

FAMILY AGREEMENTS



- The families should have similar commitments to safety and health precautions during the pandemic, and should discuss those with the Online Learning Supervisor and put these expectations and shared commitments into writing.
- The families should have similar expectations around communication and appropriate activities.
- The families must be willing to maintain close communication and coordination with each other and with the Online Learning Supervisor, including sharing their children's educational needs and goals.
- The families must live in close proximity to each other.
- The schedules and logistics of care for the children--including times and locations of any pickups or drop-offs to and from activities--must be compatible.
- The families should choose one of their homes to be the workplace for a least a period of several months, and ideally for the school term.



EXPECTATIONS OF THE FAMILY WHOSE HOME WILL BE THE WORKPLACE:

- Provide updated hardware, passwords for all the hardware and a full orientation on the tech tools and platforms, including instruction on how to reset router or wifi and a back-up plan if the technology fails.
- Set aside an area of the home for online learning, with accommodations for the Online Learning Supervisor.

EXPECTATIONS OF ALL OF THE FAMILIES IN THE POD:



- Provide all the supplies the children will need.
- Share all information that the school and the teacher provide to parents with the Online Learning Supervisor, including information on class schedules and expectations set by the teacher and school.
- Notify the Online Learning Supervisor of any special routines or support that their child might need in order to succeed with online learning.

EXPECTATIONS OF THE ONLINE LEARNING SUPERVISOR



It is important to have clear expectations, in particular the responsibilities of the Online Learning Supervisor in supporting children with their education. **The Online Learning Supervisor is not a teacher or tutor.** The Online Learning Supervisor's role is to support the children to participate in their online educational programs, to stay on track in completing their assignments, and oversee their care needs. The following outlines the specific role of the Online Learning Supervisor, as well as roles that are NOT the responsibility of the Online Learning Supervisor, but rather the role of the teacher and/or school:

Role of the Online Learning Supervisor	Role of the teacher and/or school
<i>Overseeing the child's full schedule for the day, including before school, during breaks and after school.</i>	<i>Setting the schedule of online instruction and providing instruction.</i>
<i>Making sure the child gets online in the right places at the right times.</i>	<i>Providing the links and schedule of where they need to be when.</i>
<i>Supporting the child to ask the teacher if something is unclear.</i>	<i>Providing explanations and clarifications on course material. Providing instruction on the content that is being taught.</i>
<i>Observing that the child is participating in class activities.</i>	<i>Designing the full curriculum and class activities.</i>
<i>Sharing any observations of the child's participation in distance learning with the parents</i>	<i>Scoring tests, providing report cards, raising concerns on the child's academic performance with the parent. Assessing whether any additional academic support is needed, and making a plan to get that support for the child.</i>
<i>Making sure basic online safety rules are followed (no browsing off approved sites, no identifying information about the home or family in the background, etc.). Following the school's instructions for cyber security.</i>	<i>Choosing a safe platform for online learning; providing overall guidance on cyber security for online learning.</i>
<i>Reminding a child of good overall learning habits, like reviewing your work before handing it in</i>	<i>Reviewing and grading work handed in by the child</i>
<i>Preparing and serving meals and snacks</i>	<i>Establishing the schedule of meal and snack breaks</i>
<i>Supervising homework and independent work done during the school day.</i>	<i>Assigning homework and independent work.</i>

*decide
together*

The specific responsibilities of the Online Learning Supervisor, as well as of the employer, should be included in a written agreement between the Online Learning Supervisor and the families in the learning pod.

If you already have a nanny who cares for your children, then please refer to this checklist to assist you in changing her care responsibilities and expectations, since the role of the Online Learning Supervisor requires focus and the nanny will not be able to carry out other tasks during the hours that she is supervising online learning.

AGREEMENT ON SAFETY AND HEALTH

It is important to come to agreement on how all the families in the pod and Online Learning Supervisor will commit to each others' safety and health, including indoor/outdoor time and wearing masks. Each party should consider what you need to feel safe and what you're able to commit to each other. This template can help employers and the online learning supervisor to talk directly and concretely about your shared health and safety agreements.

NUMBER OF CHILDREN AND AGES

- The pod should be made up of no more than 4 school-age children.
- The pod should include no more than two different age groupings, and the children in any age group must have the same teacher. For example, a pod could be made up of:
 - 2 children in the same 1st grade class, with the same teacher PLUS 2 children in the same 4th grade class, with the same teacher
- Given that younger children need additional support to access technology and receive instruction, the size of the pod should be smaller or more uniformly configured if the children are in the younger grades. For example:
 - 3 children in kindergarten or 1st grade, OR
 - 2 children in kindergarten PLUS 1 child in 1st grade
- Pods should also be smaller than 4 children if the pod includes children with special needs.
- Under no circumstances should the Online Learning Supervisor be asked to also provide care for a younger child who is not doing online learning during the hours when she is working as Online Learning Supervisor.
- Under no circumstances should other children (friends, family members, etc.) be dropped off and put in the Online Learning Supervisor's care during her work hours.

LOCATION(S) OF LEARNING POD

- The families should choose one location where the online learning will take place. This is for ease in scheduling, to allow the Online Learning Supervisor to establish a good routine with the children, to minimize health risks, and to minimize the need for the Online Learning Supervisor to manage technology tools in several different locations
- If the location will rotate between the homes of multiple families, this rotation should happen at the end of a term, or at the most every few months..
- If the distance learning will take place in two locations, the supplies needed of all of the children should be provided at both of the locations. Under no circumstances should the online learning supervisor be expected to carry supplies between the different houses.
- The learning location(s) must:
 - have adequate safety and security measures in place, appropriate for the age and needs of both children.
 - be appropriate and feasible for a learning pod with good wifi, appropriate desk or table, etc.
 - be cleaned and sanitized every afternoon after the supervisor's shift ends for the day.
 - not be places where any of the parents work or sleep during working hours.



SUPPLIES:

- The supplies provided at the location(s) of learning must be suitable for a learning pod, including the tech equipment and access.
- The supplies should be cleaned daily, including laptops, phones and/or any other equipment used by the children.
- The families should provide food for their children and the meal schedule should be shared in advance with the Online Learning Supervisor.
- The Online Learning Supervisor should be provided with access to meals and snacks, time for breaks and kitchen access during her work hours.
- The Online Learning Supervisor should be provided with PPE and disinfectant.

SCHEDULING

- The families must coordinate vacation schedules so that the pay isn't interrupted and so that the online learning supervisor is also able to take her own two weeks of vacation time.
- The parents should arrive for pickup 10-15 minutes before the shift ends. In the case that the parents do not arrive on time, the host family parents should assume care of the additional child, allowing the online learning supervisor to leave at her regular end time of work hours.
- The Online Learning Supervisor should be paid at the regular rate for all hours as laid out in the work agreement, even if a child is kept home sick, or one of the families is otherwise not in need of the online learning supervisor's services.

EMPLOYMENT

- All of the families involved in the learning pod are the worker's legal employer, responsible for complying with applicable federal, state and local workplace laws, including record-keeping responsibilities.
- The terms of the single work agreement or contract should be negotiated fairly, must be understood by the worker and families, and should be written clearly and specifically to spell out the responsibilities of the worker and the families.
- Since all families are the legal employers, they are each responsible for paying the worker's wages.
- For the Online Learning Supervisor's convenience, we recommend that one of the families collect payment from the others (can be separate checks) and deliver both to the online learning supervisor on the agreed upon pay dates. This should only be done, however, if this practice is spelled out in the written agreement between the families and if records are kept to document the collection of payments.
- We recommend that the OLS gets 2 weeks of paid vacation at a time of their choice.

COMMUNICATION

- The Online Learning Supervisor should maintain a journal to be left in the home where the learning support is provided, to provide the families with any updates or information on the children's studies. It is the responsibility of the families to consult this journal.
- Any requests for changes in schedule (either made by the online learning supervisor or the families) should be made in writing, by text or email on a text or email thread that both families and the online learning supervisor have access to.
- The families and the Online Learning Supervisor should have a "team meeting" at least every two weeks to discuss logistics and any other needs.



compensation

The work of the Online Learning Supervisor requires focus and a wide range of skills and experience, including providing IT support to children, maintaining routines and schedules, creating a cohesive, cooperative group, and providing structure and emotional support for children during a time of uncertainty and change. In addition to taking into account the local standard of living, fair compensation must acknowledge the complexity of this role, plus the added complexity of supporting and responding to the needs of multiple families. For context, NDWA's minimum recommended fair wage is \$18/hour for online learning support for one child. For a pod of 2-4 children, we recommend the following minimum rates:

- *For two children, at least \$26/hour. Note that this rate of \$13.00 per child/family is a 72% of the rate (\$18/hour) that each family would pay for the online learning supervision of their child alone.*
- *For three children from two-three different families, at least \$30/hour. For a rate of \$10.00 per child.*
- *For four children, at least \$36/hour. For a rate of \$9.00 per child.*

MODIFYING OR ENDING THE LEARNING POD

- If one family pulls out of the learning pod, the Online Learning Supervisor must be paid at her regular rate for 8 weeks to allow her time to find new employment, or to allow the remaining family(ies) to find a new family to enter into the pod.
- If the remaining family or families wish to continue working one-on-one with the online learning supervisor rather than finding a new family to enter into the learning pod, then the Online Learning Supervisor should be paid her full rate for 8 weeks, as specified above, and then her rate can be adjusted to the rate based on the number of children.
- If a new family is recruited to enter into the learning pod, the online learning supervisor must be given the opportunity to interview the new family.