

# ***Introduction to Online Learning***

## **Learning Coach Responsibilities Guide**

A student's success in the K12 Online School experience is directly related to a Learning Coach's involvement. Learning Coaches are typically parents or guardians of students, but can also be other adults working on behalf of parents and guardians, including school staff.

The role of Learning Coach is an important one that requires time and commitment to ensure student success. Generally speaking, Learning Coaches should expect to allocate enough time to successfully assist their students:

<b>Student Grade Level</b>	<b>Expected Time Commitment Per Day</b>
K through 5	3 to 6 hours per day
6 through 8	2 to 4 hours per day
9 through 12	1 to 2 hours per day

The K12 Online School provides powerful tools to help Learning Coaches manage, monitor, and help their students. Your student's name is displayed at the top of the screen. If you have more than one student, selecting the name of your first student will allow you to select any of the others.

As a Learning Coach, helping your student to succeed requires effort from you in five key areas: Academic, Organization, Time Management, Progress Monitoring, and Administration.

### **Academic**

Your academic responsibilities will vary depending on the grade level of your student.

#### **Grades K–3**

In the earliest grades, Learning Coaches work alongside their students, full-time. You will

- Read online and offline content to your student.
- Help your student learn to write, read, and use learning materials.
- Use guidelines and rubrics to score student work and report the results.
- Attend live online Class Connect sessions with your student.
- Submit work samples to teachers for feedback.

A good practice is to prepare in advance for the next day's or week's lessons to ensure that all required materials are on hand.

#### **Grades 4 and 5**

Unlike grades K–3, instructional materials are written at a fourth and fifth grade level so students can read them independently. At this stage, the Learning Coach role becomes a supportive one. You will

- Help score student work.
- Help students understand the online and offline instruction as needed.
- Attend live Class Connect sessions with your student.
- Submit work samples to teachers for feedback.

As with younger students, it is good practice is to prepare in advance for the next day's or week's lessons to ensure all required materials are on hand.

## Grades 6 through 12

Instructional materials are written at an age-appropriate level for middle and high school students. Over time, students are expected to increase their independence as learners. They will

- Go directly to teachers for help with academic issues and concerns.
- Submit their work for review and feedback.
- Attend live Class Connect sessions.

At this stage, Learning Coaches become a supportive “guide on the side.”

## Organization

Prioritize organization both online and offline. Dedicate a quiet, distraction-free space for schoolwork. To prevent delays and frustration, keep books, materials, art supplies, etc. organized and accessible for you and your student. Ensure that you have working computers, tablets, or other tools; consistent access to the Internet; and keep your list of passwords nearby and handy. Your goal as a Learning Coach is to provide an organized, quiet, and safe environment in which your student will learn.

## Time Management

Every student—even a high school senior—benefits from help with managing time. It is critical that students attend the live online Class Connect sessions and follow the daily and weekly plans provided by their teachers. Help older students keep track of their daily assignments and due dates so they do not fall behind. Look for ways that attending an online school can help your student practice and acquire strong time-management skills.

## Progress Monitoring

You can help your students stay on pace in their courses. Make sure they log in to scheduled courses each day and complete all assigned work. It is essential for you to monitor their course progress, and their performance on scored and graded work. Students who fall behind on daily activities can quickly find themselves struggling to catch up. Unfortunately, students are not always quick to ask for help, so monitor the quality of their work and look for early warning signs that they may need assistance.

## Administration

Certain administrative duties fall into your domain as Learning Coach. A few examples:

- Log attendance daily (if required by your school).
- Ensure receipt and content of materials and shipments.
- Keep your contact information up to date.
- Provide required paperwork.

Check your e-mail daily for communication from school staff and teachers. Work with your students to make sure they check their own school e-mail each day.