



Guiding Questions for School Administration Teams to Consider When Transitioning to Distance Learning

As admin teams explore how to lead distance learning and remote teams, they can use this checklist to frame their leadership strategy conversations.

Support for Faculty and Staff	<ul style="list-style-type: none">● How will we help teachers maintain a work-life balance?● How will we maintain our leadership presence remotely?● How might we gather quick feedback about how online learning is going, both from the teacher and student perspective?● How will we use that feedback to inform support to teachers?● How will we promote connection and collaboration among teachers?
Staffing	<ul style="list-style-type: none">● How will we approach hiring, given the current constraints on in-person interviews?● How will we manage substitute coverage for teachers working remotely?● How will support staff be incorporated into your school's remote learning plan?
Communication and Meetings	<ul style="list-style-type: none">● How will we communicate timely information - in a measured not overwhelming way - to parents, students, and the entire school community?● What are the best practices for leadership teams meeting virtually?● How can we support virtual faculty and staff team meetings?
Planning for Distance Learning	<ul style="list-style-type: none">● What are the best practices for planning for, communicating about, and launching distance-learning programs?● How might we learn from other schools who have already transitioned to distance-learning (international schools) so



Planning for Distance Learning <i>continued</i>	<p>that we might pro-actively address those pitfalls and embrace what works?</p> <ul style="list-style-type: none">• What norms do we need to establish for teachers, students, and parents?• What technological constraints need to be addressed now (access to computers, appropriate software) or will need to be addressed in the future (system overload)?• How can we support faculty, staff, and students in creating a designated space for learning and teaching, especially given space constraints?• How can we be sensitive to students who have limited parental support to support and oversee distance-learning?
Using Folio	<ul style="list-style-type: none">• How might we use Folio to support teachers working remotely?• How might we use Folio to support collaboration and connection for our faculty and school?• How might we use Folio to reflect on our experiences and learnings from this transition period?
In-person events, activities, and celebrations	<ul style="list-style-type: none">• How might we adapt in-person celebrations, events, clubs, and activities for students remotely?• How might we recreate virtual opportunities for informal connection among our faculty?

Please take [this brief survey](#) to help us develop meaningful and helpful tools and resources.