

2019 eDean Key Tasks Required for Effective Practice:

Required Practice for eDeans This is a summary 'tick list' to help eDeans track the tasks required. The detailed notes follow to clarify the effective eDean practice.

- ADVOCATE** for students and teachers working with students through the Learning Exchange. This includes celebrating and sharing successes.
- Process enrolments
- Ensure students have individual access to an internet device that has a camera and microphone
- Once an eStudent is successfully enrolled it is important that we make every effort to support them, remove barriers and retain them.
- Monitor student behaviour at online sessions
- Ensure eStudents have emails and that they are checking them daily
- Make sure eStudents can access the required resources
- Ensure all student work is sent on due dates
- Communicate regularly with eTeachers
- Check attendance and add explanations for all absences in PC School
- Check emails daily and reply within 24 hours
- Liaise with parents and the local Year Level eDean of students
- Coordinate supervision during assessments
- Comment on reports, share with students and parents
- Communicate with the ePrincipal and Assistant ePrincipal about any issues or concerns.
- Liaise with the NZQA Principal's Nominee
- Attend Volcanics eDean monthly meetings
- Troubleshoot any issues that arise and communicate with the ePrincipal
- Withdrawals should be avoided where possible. Up until Week 3 of Term 1 an eDean can make withdrawals via Student Wizard by deleting the subject. Once online classes have commenced ALL withdrawals must go through ePrincipal and Assistant ePrincipal.

Enrolment: Coordinate student enrolment into courses. Complete an online enrolment form on PC School for each student

Advocate: There will be tensions with teachers in your school who are losing students one lesson per week for online sessions. Facilitate the teachers' understanding that the student requires their support. It is not acceptable for an internal assessment to be timed when a student is absent for an online lesson. The ePrincipal can assist with this also.

Support: Once an eStudent is successfully enrolled it is important that we make every effort to support them, remove barriers and retain them. This means that problems need to be dealt with EARLY and PROMPTLY. Involve the ePrincipal and take a "no surprises" approach.

Devices: Ideally each student should have individual access to the internet for their online session. This could be in the form of a computer, laptop, ipad or smartphone with a camera and

microphone. Ensure students are informed that they are ambassadors for your school and need to conduct themselves accordingly when online. Follow up on reported problems received from an eTeacher or eStudent.

Absence from online session: Follow up student absenteeism for online lessons and make sure students do not forget their online lessons.

Daily email checks by eStudents: Ensure all eStudents have active school email addresses which they check daily. Some students may prefer to use their personal email accounts.

eStudent Work: Ensure all student work is sent on due date. Ask students to copy you into all emails containing work submissions. If mailed, a record should be kept either at the main office or by the eDean.

Liaison with eTeachers: Liaise with all eTeachers who have eStudents at the school regularly. Keep a record of communications.

eStudent access to resources: Your school or the eStudent meets the cost of the required textbooks, workbooks, software, printing etc. Access to internet during study periods is essential. Regular access to scanners may also be necessary. You will need to facilitate this for the eStudents.

eStudent use of mobile phones and other mobile devices: Often eTeachers use texting to stay in contact with eStudents. Depending on the guidelines in your school, you may need to advocate for eStudents to be able to use devices at school. The ePrincipal can assist in these discussions.

eStudent access to websites and social media:

Increasingly eTeachers are using Facebook Groups (not personal accounts), You Tube and other websites safely in their eTeaching. Along with the ePrincipal, you may need to advocate for eStudents to be able to access these at your school.

Pastoral care: Where behavioural or work issues arise, ensure that these are processed through the school's pastoral care system and ensure that there is follow through. Liaise with the eStudents' year deans where necessary. Notify and /or involve the ePrincipal.

Concerns with eTeacher quality: Where eStudents have concerns with eTeacher quality, discuss this with students and advise the ePrincipal as soon as possible to ensure a speedy resolution.

Check your email daily: Check email daily so as to pass on relevant information to students as required. **Reply to all emails within 24 hours.**

Reporting to Parents – ensure all eTeachers have sent reports. Pass on reports received to the respective parents. They will not necessarily arrive when your school's reports are being done.

Liaison with Parents: Liaise with parents to clarify courses and eLearning. Talk about progress. Put the parents in touch with the eTeacher and your ePrincipal if you feel that would be helpful.

Supervision: Organise for eStudents to be supervised during assessments, reassessments, practical sessions, tests and examinations. This will be required at times which are different from

your own school's assessment times.

Troubleshooting: Troubleshoot any problems associated with online classes, eStudents. Ensure smooth running of online classes in the school. Enlist the support of your ePrincipal.

Liaise with the NZQA Principal's Nominee in your school: Ensure that eStudents are entered into the correct standards. They are entered under 'Other Provider'. Communicate with ePrincipal/Assistant ePrincipal if you do not receive a Memorandum of Understanding for your NZQA PN

Attend Volcanics eDean meetings – these will take place by Zoom monthly.

Keep in regular contact with the ePrincipal or Assistant ePrincipal via email, Zoom, text or phone

Withdrawals: Many of the eStudent enrolments are the culmination of a great deal of work, discussion, and brokering on the part of ePrincipals, eDeans, eTeachers, Deans, students and parents nationally. eDeans are able to withdraw students via Student Wizard on PC School up until Week 3 of Term 1. Please let the ePrincipal and Assistant ePrincipal know of all withdrawals made from Week 4 onwards.

THANK YOU VERY MUCH FOR YOUR WORK IN THIS IMPORTANT ROLE.

Never hesitate to contact the

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