

Blended Virtual Program (eLearning) Additional Information

Elementary School:

- Workday Hours: 8:30 AM – 3:50 PM
- Work Days: Monday through Friday Live synchronous instruction
- Workplace: Home Office (must be distraction free) or Swan Creek School (253 Paradise Rd., Aberdeen, MD 21001)
- Curriculum: HCPS curriculum
- Instructional format: Use of Canvas and Microsoft TEAMS to deliver instruction to students who will access from their homes. All students are scheduled to attend scheduled synchronous lessons.
- Other In-Person responsibilities could include, but not limited to:
 - HCPS Professional Development
 - Proctoring of your students for MSDE assessments at Swan Creek School
 - Supervision of your students at In-Person events (Field trips, social opportunities, in-person curricular events, etc.)
 - IEP meetings

Middle School:

- Workday Hours: 7:45 AM – 3:05 PM
- Work Days: Monday through Friday Live synchronous instruction
- Workplace: Home Office (must be distraction free) or Swan Creek School (253 Paradise Rd., Aberdeen, MD 21001)
- Curriculum: HCPS curriculum
- Instructional format: Use of Canvas and Microsoft TEAMS to deliver instruction to students who will access from their homes. All students are scheduled to attend scheduled synchronous lessons.
- Other In-Person responsibilities could include, but not limited to:
 - HCPS Professional Development
 - Proctoring of your students for MSDE assessments at Swan Creek School
 - Supervision of your students at In-Person events (Field trips, social opportunities, in-person curricular events, etc.)
 - IEP meetings

High School:

- Home Office (must be distraction free) or Swan Creek School (253 Paradise Rd., Aberdeen, MD 21001)
- Curriculum: HCPS curriculum
- Instructional format: Use of Canvas and Microsoft TEAMS to deliver instruction to students who will access from their homes. All students are scheduled to attend scheduled synchronous lessons.
- Other In-Person responsibilities could include, but not limited to:
 - HCPS Professional Development
 - Proctoring of your students for MSDE assessments at Swan Creek School
 - Supervision of your students at In-Person events (Field trips, social opportunities, in-person curricular events, etc.)
 - IEP meetings

General Work Expectations for those opting to work remotely as part of the blended virtual program at Swan Creek School:

- The employee is responsible for providing their own Internet service which meets the needs of the remote instructional setting.
- Remote employees are expected to be available and communicative during scheduled work hours.
- Harford County Public Schools will provide an HCPS issued device and supporting technology.
- Harford County School work rules and other policies continue to apply to offsite work locations.
- Remote employees will be required to report in-person to Swan Creek School throughout the year at the direction of the supervisor for a variety of job-related reasons (in-person state testing, IEP meetings, parent meetings, school-wide in-person events, field trips, team meetings, professional development, etc.)
- The employee will make arrangements for regular dependent care and understands that remote instruction is not a substitute for dependent care.
- Employees should seek a quiet and distraction-free working space, to the extent possible.
- Employees are expected to maintain their workspace in a safe manner, free from safety hazards.
- A comprehensive list of remote work expectations will be provided upon successful hiring into a position.