

What is a *Learning Coach?*

Just as parents of students in a traditional school are responsible for their children's education, parents of students in an online school are also responsible for overseeing their children's education.

*However, in the online school environment the role shifts from a traditional-school parent to an online-school parent called a Learning Coach.**

** Parents have the option of having another responsible adult serve as a Learning Coach for their child(ren).*

Parents/Caretakers of students in traditional schools are required to carry out educational tasks to support their children. Parents/Caretakers of online-school students, called Learning Coaches, carry out the same tasks, although the online environment changes how the tasks are carried out.

Parent/Caretaker role in traditional and online school

Parents of students in a traditional school **and** Learning Coaches of students in an online school:

- Communicate with teachers and school staff
- Provide necessary supplies and space to complete homework
- Supervise
 - student schedules
 - attendance
 - participation in daily lessons
 - comprehension
 - grades

Learning Coach responsibilities in the online school environment

Communication

Learning Coaches communicate with teachers and school staff **often**.

Learning Coaches

- Read Learning Coach and student-directed WebMail communications and respond to messages as needed **daily**.
- Speak to teachers and school staff by phone; return calls.
- Read announcements on the Learning Coach home page, student home page, and on the Schoolhouse and section Message Boards

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Learning space and supplies

Learning Coaches provide a learning space and supplies.

Learning Coaches

- Assign and organize a dedicated space for school supplies and materials.
- Provide the technology necessary to complete daily lessons (e.g., reliable internet service, computer, headset, scanner/printer, etc.)
- Preview lessons early in order to provide any necessary out-of-the-ordinary supplies.
- Prepare a quiet and easily monitored place to complete lessons.
- Monitor and restrict the use of distracting devices as necessary.

Schedule

Learning Coaches and their students discuss daily lesson requirements and other activity commitments to create a weekly plan.

Learning Coaches

- Preview the student's Planner and personal calendars; discuss student time preferences to complete subjects, and create a schedule to ensure that all lessons assigned on the Student Planner are completed each week.
- If applicable, make a plan to catch up on overdue lessons.

Attendance

Learning Coaches follow the school's direction for recording attendance and ensure that students complete all daily lessons.

Learning Coaches

- At most schools, record the number of hours their students work each day. (Some schools record attendance in a different manner. Follow school directions for attendance.)
- Oversee the completion of their student's daily lessons as assigned on the Student Planner. (Attendance is also determined by measuring the number of lessons completed.)
- Ensure their student's participation in LiveLesson® sessions.

Daily lessons and comprehension

Learning Coaches oversee daily lesson completion and monitor student comprehension of lesson objectives.

Learning Coaches of ELEMENTARY students

- Use the Coaching Guide found within lessons on the Learning Coach login view to guide students through the lessons.
- Monitor their students' comprehension.
- Contact the teacher for assistance if students do not understand lesson concepts.

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Learning Coaches of MIDDLE SCHOOL students

- Determine their students' ability to work independently. Depending on the student, Learning Coaches may guide their students through parts or all of the lessons to focus attention and provide assistance.
- Monitor their students' comprehension.
- Encourage their students to contact teachers for assistance if students do not understand lesson concepts.

Learning Coaches of HIGH SCHOOL students

- Expect their students to work independently. In some circumstances, Learning Coaches may guide their students through parts or all of the lessons to focus attention and provide assistance.
- Monitor their students' comprehension.
- Oversee their students' contact with teachers for assistance if they do not understand lesson concepts.

Learning Coaches of ALL students

- Approve lessons affirming that the student completed the lesson with the appropriate level of time and effort.

Monitor grades

Learning Coaches monitor progress and grades.

Learning Coaches

- View the Grade Book to monitor progress and grades.
- Frequently check lesson assessment scores to confirm their student's level of understanding, and take action if a student is not successful.

Level of involvement

Learning Coaches are more involved in their students' education than parents of students in a traditional school.

Learning Coaches of elementary students generally spend more time working with their students than Learning Coaches of middle or high school students.

- Amount of Learning Coach time:
 - **Elementary:** About 5–6 hours
 - **Middle School:** About 2–3 hours
 - **High School:** About 1–2 hours
- The amount of Learning Coach time and level of effort varies, depending on the student's age and ability to work independently. Students who do not work effectively in an independent learning environment, or students with attention deficits, learning differences, or behavioral concerns require more Learning Coach time and energy.

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Learning Coach time required

Consider your student's personality and behavior to determine how much time the Learning Coach will need to spend with a student.

Students whose behaviors align more closely with the descriptions on the left may require less time from their Learning Coach. Students whose behaviors align more closely with the descriptions on the right may require more time.

Less Learning Coach time and effort

Student is characterized by:

- Working effectively in an independent learning environment
- Focusing attention effectively
- Performing learning tasks without frequent prompting or intervention by the Learning Coach

**Student and Learning Coach
time required:**

- Elementary student and Learning Coach work 5-6 hours/day
- Middle or high school student works about 5-6 hours/day
- Learning Coach of middle school student time varies but often spends about 3 hours/day
- Learning Coach of high school student varies but often spends about 1-2 hours/day

More Learning Coach time and effort

Student is characterized by:

- Working ineffectively in an independent learning environment.
- Being easily distracted
- Relying on frequent prompts or intervention by the Learning Coach to complete tasks

**Student and Learning Coach
time required:**

- Increased from typical time required depending on the student's need for breaks, assistance, and prompting.