

Comprehensive Distance Learning Glossary of Terms

Educator-Directed Time: According to our MOA with PPS, Educator-Directed Time includes

- Educator-directed planning time;
- time to communicate with students and families;
- time to provide actionable feedback to students;
- time to assess student performance, and gather, track, and enter data.

All professional educators will receive an average of no less than three hours and ten minutes per day, or at least 950 minutes per week, of educator-directed time over the course of a full school week.

Educator-directed time shall be able to be flexibly utilized by professional educators so that individual educator family/home needs may be met.

Professional educators who are less than 1.0 FTE and who are not eligible for planning under the CBA, shall have educator-directed time proportional to that of a 1.0 educator.

Educator-directed time DOES NOT INCLUDE your duty-free lunch, staff meetings, PLC meetings called by an administrator, or required office hours (no more than 30 minutes a week), or synchronous classes.

Administrator Directed Time: Work time or projects directed by your principal or program director. Times during the workday when you are not free to flex your time. This includes PLC meetings called by an administrator, or required office hours (no more than 30 minutes a week), or synchronous classes.

Terms as defined by the Oregon Department of Education

Instructional Hours¹: Defined as 900 hours in grades K-8; 990 hours in grades 9-11 and 966 hours in grade 12. This includes teacher-facilitated learning (synchronous and asynchronous instruction), applied learning, and office hours.

Teacher-facilitated learning²: Synchronous or an asynchronous learning experience planned and guided by a licensed teacher. According to ODE, at least 50% of student instructional time must be teacher-facilitated learning.

Synchronous Instruction: Includes full group instruction, peer interaction, two-way communication (e.g. phone calls), small group breakouts, or individual office hours³. The ODE

¹ [OAR 581-022-23201](#)

² <https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Comprehensive%20Distance%20Learning%20Requirements%20Review.pdf>

³ Page 57 of <https://www.oregon.gov/ode/students-and-family/healthsafety/documents/ready%20schools%20safe%20learners%202020-21%20guidance.pdf>

states that educators must provide at least one synchronous opportunity for every student each day though not necessarily for every course or content area. ⁴

Asynchronous: Learning that occurs in elapsed time between two or more people. Examples include email, online discussion forums, message boards, blogs, podcasts, etc. ⁵

Applied learning⁶: Experiences that allow for students to apply knowledge and skills that extend from the teacher-facilitated learning. This counts toward Instructional Hours, but not as Teacher-Facilitated Learning.

⁴ Top of page 5 of <https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Comprehensive%20Distance%20Learning%20Requirements%20Review.pdf>

⁵ Page 83 of <https://www.oregon.gov/ode/students-and-family/healthsafety/documents/ready%20schools%20safe%20learners%202020-21%20guidance.pdf>

⁶ <https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Comprehensive%20Distance%20Learning%20Requirements%20Review.pdf>