



While teachers, academic staff, and school administrators are dedicated to supporting student outcomes, they may not always have direct oversight of students in their home learning environment. To ensure comprehensive support, **iCademy Middle East requires the assignment of a Learning Coach for each student.**

The Learning Coach plays a crucial role in providing onsite support for students. Typically, **the Learning Coach is a parent, guardian, or another responsible adult available to assist the student with their educational journey.** In a school or learning center setting, such as the Knowledge Hub, the Learning Coach may be a teacher or another designated support staff member. The Learning Coach serves as a vital link between the student, the school, and the online school platform. They offer guidance, encouragement, and assistance in navigating the platform, ensuring that students stay on track with their assignments, maintain a productive study routine, and effectively communicate with teachers and the student support team. By actively engaging in their role as Learning Coach, parents, guardians, and designated adults play a pivotal part in fostering student success and academic achievement.

## ROLES AND RESPONSIBILITIES GUIDE

### LOWER SCHOOL (KG - GRADE 5)

#### Learning Coach/ Parent

##### Daily Commitment

- Full supervision & support required
- Average 3 to 6 hours parent support per day

##### Typical Weekly Activities

- Assists with lessons
- Monitors comprehension and oversees daily schedule
- Logs attendance and communicates with the teacher regularly
- Attends teacher conferences as scheduled

#### Student

##### Hours of Schooling

- Average 4 to 6 hours per day

##### Computer Time

- 50%–60%
- Self-paced online activities and weekly live lessons; some assignments can be downloaded and printed off to complete offline.

##### Scheduling Flexibility

- Different levels of pacing based on ability
- Learning Coach has some flexibility to modify schedule

**Educators****Instructional Summary**

- *Homeroom teacher:* Supports learning; provides academic feedback, guidance, & resources
- *Online Teachers:* Teach live lessons and provide grading feedback on student assignments; teachers are subject/ grade level specific
- *Administrators:* Support enrollment plans and academic goals

**MIDDLE SCHOOL (GRADE 6-8)****Learning Coach/ Parent****Daily Commitment**

- Varies based on student's independence
- Average 2 to 4 hours parent support per day

**Typical Weekly Activities**

- Assists with some lessons
- Monitors comprehension
- Encourages independent learning
- Logs attendance and communicates with teacher
- Attends teacher conferences as scheduled

**Student****Hours of Schooling**

- Average 4 to 6 hours Per Day

**Computer Time**

- 60%–75%
- Optional weekly live lessons or lesson recordings
- Self-paced lesson materials
- Quizzes and exams online

**Scheduling Flexibility**

- Students follow the school schedule; pacing calendars are provided to keep students on track.
- All work is due by semester end.

**Educators****Instructional Summary**

- *Academic Advisor:* Supports learning and provides academic feedback, guidance, & resources
- *Online Teachers:* Teach live lessons and provide grading feedback on student assignments; teachers are subject/ grade level specific.
- *Administrators:* Support enrollment plans and academic goals



## HIGH SCHOOL (GRADE 9-12)

### Learning Coach/ Parent

#### Daily Commitment

- Varies based on student's independence
- Average 1 to 2 hours parent support per day

#### Typical Weekly Activities

- Supports student independence
- Monitors Grades and Progress
- Logs Attendance Daily

### Student

#### Hours of Schooling

- Average 5 to 7 hours

#### Computer Time

- 75%
- Most learning takes place online
- Attends regular live teaching and live help sessions

#### Scheduling Flexibility

- Students follow the school schedule and pacing calendar
- All work is due weekly with some flexibility based on the course Permanent Zero calendar

### Educators

#### Instructional Summary

- *Academic Advisor:* Monitors overall progress; counselor assists with college and career planning.
- *Online Teachers:* Teach live lessons and provide grading feedback on student assignments; teachers are subject/ grade level specific
- *Administrators:* Support enrollment plans and academic goals