

Zimbra**chinn@4j.lane.edu**

[princi_elem] [principals] EAST Reminder: Lesson Plans

From : Karen Hardin <hardin@4j.lane.edu>

Thu, Feb 25, 2016 01:47 PM

Sender : princi_elem-bounces <princi_elem-bounces@4j.lane.edu> 1 attachment**Subject :** [princi_elem] [principals] EAST Reminder: Lesson Plans**To :** Principals <principals@4j.lane.edu>, assist high <assist_high@4j.lane.edu>, assist midd <assist_midd@4j.lane.edu>, Secretaries <secretaries@4j.lane.edu>**Cc :** Melissa "Mimi" Nollo do <nollo do_m@4j.lane.edu>, Brandon Crohare <crohare_b@4j.lane.edu>, eeapresident <eeapresident@comcast.net>, Loressa Dunn <dunn_l@4j.lane.edu>

Hello All - Yesterday I had my monthly meeting with EAST Leadership and have one reminder that I would appreciate you getting out to your staff, but licensed and classified.

Many of our Guest Teachers and Classified Substitutes need help accessing lesson plans from staff when they are absent. Sometimes lesson plans are sent directly to substitutes outside of AESOP. Many of our substitutes access AESOP via phone rather than computers. Also, some may not have access to technology or printers at their homes. Other situations have lesson plans coming very late via email and the substitute may not have access to a computer/printer in the building.

Would you please remind your staff to, when possible, attach lesson plans in AESOP rather than emailing them directly to the Guest Teacher/Substitute? This step will also will allow the school secretary to serve as back-up and assist in printing off the lesson plan in the event the Guest Teacher/Substitute were not able to access the plans from home. NOTE: Lesson plans can be attached after the position has been accepted! If there is continuity in the location or communication of lesson plans, this will not only support our Guest Teachers/Substitute success and ensure they follow plans left by absent staff.

Thank you so much for your consideration and for getting this information to your staff.

~ Karen



Karen M. Hardin, Human Resources
Recruitment, Retention, Equity and Staff Development Administrator
Eugene School District 4J
200 North Monroe
Eugene, Oregon 97402-4295
541-790-7668 FAX 541-790-7665

You received this message because you are subscribed to the 4J list "principals".
Send e-mail to this list at principals@4j.lane.edu
To unsubscribe from this list, send e-mail to principals-unsubscribe@4j.lane.edu

You received this message because you are subscribed to the 4J list "princi_elem".
Send e-mail to this list at princi_elem@4j.lane.edu
To unsubscribe from this list, send e-mail to princi_elem-unsubscribe@4j.lane.edu



Screen Shot 2016-02-25 at 1.46.40 PM.png
310 KB