
[princi_elem] [principals] Latest Instructions regarding Guest Teachers

From : Rob Hess <hess_r@4j.lane.edu> Fri, Sep 18, 2020 03:34 PM
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Building Leaders and Office Staff:

HR has listened to a variety of feedback from stakeholders, and we have the following updates next week regarding the use of Guest Teachers:

Guest Teacher Process: UPDATED 9.18.20

1. We have trained, approved, and purchased ZOOM accounts for about 125 licensed substitutes and have changed Absence Management from In-Service Days to Regular Days starting **Monday**. This means that approved substitutes will be able take jobs that have not been assigned to a particular substitute, and teachers will have the ability to request and assign preferred guest teachers to their absences.
2. Office staff have the ability to assign preferred substitutes to jobs as well for pre-arranged absences.
3. When reporting their absence, a teacher should use the custom feature to state whether a substitute is needed for the absence and what hours the substitute coverage will be needed.
4. When the Guest Teachers report to work, they will go to the office to receive a device and work space for the day. They will most likely need some sort of access to Synergy to access the students assigned to the teacher they are covering for. Details of what this will look like are being determined.
5. Substitutes are paid either in 4 or 8 hours increments, so if the responsibilities of their class coverage is less than either of those times, they can be directed to do other appropriate work or continue to work on their technology skills. They all have a lot to learn to master CDL.
5. At this time, we are not creating Canvas or SeaSaw accounts for substitutes unless directly requested by a teacher or administrator. Most of the substitutes have not been adequately trained on these platforms, but we do have some long term ones that already have accounts and are using them appropriately.

That's our latest update for now. We will keep updating the process as we work through the issues that are bound to surface. If you have any questions regarding substitutes, please

don't hesitate to reach out to subdesk@4j.lane.edu

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