
[princi_elem] [principals] 2 Things: Substitutes and Student Teachers

From : Rob Hess <hess_r@4j.lane.edu> Thu, Sep 10, 2020 04:25 PM
Sender : princi_elem <princi_elem-bounces@4j.lane.edu> 1 attachment
Subject : [princi_elem] [principals] 2 Things: Substitutes and Student Teachers
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Building Leaders:

I. Substitutes:

We trained over 100 Guest Teachers yesterday. I use the word "trained" generously. We gave them an in-service on the Return To Work Safely materials and an overview of Canvas, SeeSaw, and Zoom. This doesn't mean they are by any means fluent in these tools, but they have been exposed. In a typical year, teachers put their absence in AESOP, select a preferred sub if they have one, and the software does the rest. You only hear about things if they don't work or no one takes the job. This year isn't typical. This year, our best thinking so far is this:

1. Teachers put their absence in AESOP and notify the office they are absent and who they would like be their substitute if they have a preference.
2. Office staff assigns the preferred substitute to the absence. The system does the rest. If no preferred substitute is known or available, office staff contacts subdesk@4j.lane.edu and HR will select one for the absence.
3. All Guest Teachers will report to the building to work. There is no telework arrangement for substitutes. They have been trained on the safety protocols and will come to your building prepared.
4. Once the Guest Teacher signs in, office staff will direct them to a work station for the day. This could be the library or computer lab or other space. They will need a district computer to do their work. If the absence was not pre-arranged, the Guest Teacher may need to be added to the teacher's Canvas classes or SeeSaw as a Teaching Assistant by office staff, yourself, or tech support.
5. We are in the process of getting ZOOM accounts for preferred substitutes. If you have a list of preferred substitutes, please send those names to Sonja ASAP (subdesk@4j.lane.edu) so we can get them accounts.

I am sure these directions will lead to more questions or things we may have missed or haven't thought about yet. Please send them my way for processing (but no need to reply all), and we will keep updating our plan for substitutes accordingly. I am glad we have another week to think it through and be prepared!

II. Student Teachers

There are over 150 student teachers working in our district this year that have been assigned to Cooperating Teachers representing a variety of college and university programs. If you get a request for a student teacher (regardless of the program), please include hr_student_teacher@4j.lane.edu in your response to the person making the request so we can put that person and program in our database and support them to obtain a 4J email address.

Student teachers are classified as volunteers, so there are many steps they must go through to get a 4J email address. Without that email address, they should not be doing any student teaching activities. Once they have a their 4J email address, they can be a teaching assistant in Canvas or SeeSaw and have access to our all of our digital resources. They can also co-host/host ZOOM meetings (under the supervision of their cooperating teacher), but they will not have their own ZOOM accounts. Student teachers are not required or encouraged to report to the building. If they do report, make sure they receive the Return to Work Safely training from an administrator before meeting or working with their cooperating teacher. Please direct any issues, concerns, or questions about student teachers to hr_student_teacher@4j.lane.edu for resolution.

Thank you again for all your efforts. I know you are juggling many more pressing issues right now, but I did want to update you on these two topics.

Dr. Rob Hess
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 **Return To Work Guide 7.23.20.pdf**

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