
[princi_elem] [principals] Substitute Guidance

From : Rob Hess <hess_r@4j.lane.edu>

Thu, Oct 29, 2020 05:33 PM

Sender : princi_elem <princi_elem-bounces@4j.lane.edu>**Subject :** [princi_elem] [principals] Substitute Guidance**To :** PRINCIPALS <principals@4j.lane.edu>, assist high
<assist_high@4j.lane.edu>, assist midd
<assist_midd@4j.lane.edu>**Cc :** Absence Management <subdesk@4j.lane.edu>

Principals:

The district understands our current situation regarding substitutes is inadequate and we are working on making it better. As a first step, we are going to increase substitute CDL training and availability. To assist with that effort, we need you to identify the top 3 substitutes you have worked with or know of at your school that have demonstrated a capacity to do well in CDL. Please send those names to myself or hr_subdesk@4j.lane.edu by the end of the day tomorrow if possible. We would like to get started on our plan next week.

Initial data after about 40 days of instruction:

- At this point last year we had over 2,200 teacher absences. So far this year we have had about 1,000 in Absence Management.
- 50% of the 1,000 teacher absences are not being filled with a substitute. We know there are a few reasons for this (including not enough trained substitutes, which we will address)
- The majority of absences not being requested are short-term ones.
- The problem of students experiencing multiple periods or days of a-sync work is likely to escalate if we do not intervene soon.

A few talking points as you communicate with staff:

1. Teachers should never be told or encouraged to **not** get a substitute.
2. A substitute is required for any absence more than 2 days.
3. Teachers (even if teleworking) need to record their absences in Absence Management-- even if a substitute is not requested.
4. If a teacher is absent and doesn't request a substitute, please check in with them (or their SeeSaw/Canvas account) to make it sure async work has been assigned and it is appropriate.

We are working on getting a plan to have more CDL equipped substitutes available to your staff and hope to get that plan out to you next week. Any creative suggestions you have are welcome. Thanks for your efforts.

Take Care,

Dr. Rob Hess
HR Administrator, Eugene 4J
Licensed Staff Support
Desk: 541-790-7662
Cell: 541-409-5012

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