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**Regional Permanent Sub**

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**From :** HR subdesk <HR\_subdesk@4j.lane.edu> Thu, Dec 10, 2020 03:25 PM  
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**Subject :** Regional Permanent Sub  
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Good afternoon. As you know the district is exploring multiple strategies to support you and your building as we all navigate distance learning. One strategy we are using is to assign two "Regional Permanent Subs" to each region. One to support elementary schools in that region and another to support the secondary schools in that region.

I am happy to inform you all that Sonja Drapela has been assigned in Absence Management as your regional permanent sub. They are going to start after winter break and continue through the point in which we switch to a hybrid learning model. Your regional permanent sub will be set up in the system and automatically assigned to the first absence/vacancy in your region.

If your regional permanent sub already has an assignment for the day, Absence Management will send the job out to the sub pool just like we are used to.

You can still assign a prearranged sub to an absence or vacancy if needed. The system will automatically assign your regional permanent sub (assuming they are available) but then you will see the option to "reassign sub to this position". If you click this green button it will remove the resident sub and you can assign the prearranged sub.

If your regional permanent sub does not have an assignment on any given day they are going to contact the sub desk. We will then assign them to one of your buildings so they can shadow and learn more about your school and how they can help the next time they have an assignment at your school. In preparation of them shadowing at your school please think of what they can do to help and be productive. Some good examples include running small groups, helping with breakout rooms, co-teaching, reaching out to students and families, and providing Zoom support.

Please note that the sub will be physically reporting to your building when they fill in for an absence/vacancy. Once a guest teacher has enough experience with CDL we may allow them to telework from home but while they are getting their feet under them they will report to your building. Please make sure that they have some form of technology, and a space, so they can complete the assignment.

On the days they do not get assigned to a job, and they are shadowing your school, you will need to link them up with one of your teachers. The teacher does not need to be physically in the building to shadow with the sub. If they are teleworking from home they can invite the sub into the digital classroom.

There are two non-student days in January we will need your help with to keep your regional permanent sub busy. If you know of a good activity for your sub, like having them participate in your schools PD, then please work with them.

We hope that having this regional permanent sub helps cover classrooms when teachers need to be out. Please let us know if you have any questions. Have a great afternoon!

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