
[princi_elem] [principals] Reminder: Prep time for Educational Assistants

From : Bernadette Adeniran <adeniran_b@4j.lane.edu> Mon, Jul 31, 2023 11:13 AM
Sender : princi_elem <princi_elem-bounces@4j.lane.edu>
Subject : [princi_elem] [principals] Reminder: Prep time for Educational Assistants
To : principals <principals@4j.lane.edu>, assist high <assist_high@4j.lane.edu>, assist midd <assist_midd@4j.lane.edu>, assist elem <assist_elem@4j.lane.edu>
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Building Leaders,

A quick reminder about Appendix E in our [4J/OSEA collective bargaining agreement](#). Our CBA obligates buildings to provide EAs assigned instructional responsibilities prep time. See the language excerpt below.

Please keep this in mind as you create and finalize schedules.

1. In September of each year, the building administrator will notify each teacher of the District's expectation that instructional assistants who provide instructional support should be provided the opportunity to discuss scheduling prep time.
2. The teacher and the instructional assistant will mutually agree to the scheduled time and length of prep time and shall provide the schedule to the building administrator.
3. In the event that an instructional assistant does not feel the scheduled prep time is adequate, the instructional assistant should discuss the issue with the appropriate administrator. The administrator shall have the final responsibility to resolve the issue.

Please let us know if you have questions.

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