

Elementary West Officer Report

December 2020

Contact Information

*District email - guthierr@readingsd.org

*Personal email - rguthierkline@gmail.com *please note*- this is a change from the email used previously.

*Lesson Plans – your administrator has the right to check your plans at any time. Please make sure to keep your plans up to date.

*Feedback from Observations – Admin has 5 days to provide feedback for your formal observation, 10 under special circumstances (illness, absence, etc...). If you do not receive feedback in that time frame you automatically receive a satisfactory rating.

If you *are not tenured* and the administrator does not observe you the required 2 times in a year, you automatically have a satisfactory rating. Their failure to observe you WILL NOT affect you in obtaining tenure.

If you did not receive an actual observation or post-ob conference within the contractual time period and receive anything less than proficient on your evaluation, see your union rep or contact your officer immediately.

Reminders

Elementary teacher day is the same for virtual learning as it is for face to face learning:

Monday – 6 hours, 45 minutes, 8:00 – 2:45

- 45 minute meetings may be held on the first 3 calendar Mondays of each month, except in September when the meetings may be held on the first 3 school Mondays.
- Tuesday – Friday – 7 hours, 8:00 to 3:00

*Please make sure that **ONLY** union members are attending your building meetings. Admin, student teachers, building subs, nonunion teachers, etc... **should not** be attending REA meetings. Please refer to the list of union members that was provided to you if you have any doubts about someone's membership.

Respectfully Submitted,

Rebecca Guthier-Kline