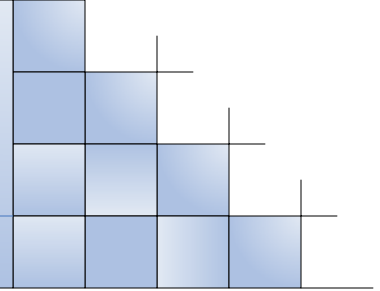


Sub Needed for Part Day Classroom

(Staff will follow absentee policy and inform supervisor (s) of absence)



Opening staff person ill-sub
needed

Bus Monitor will call Teacher to ride bus

Person calling in sick must notify the
Human Resource Assistant @ 564-6878
(Hermiston, Boardman, Umatilla, Irrigon)
or the Bilingual Administrative Assistant @ 966-3354
(Pendleton, Milton-Freewater)

Messages left should include all information on staff coverage form
Sub callers report to work at 6:00 am so message needs to be received no later than 6:00 am
(The following staff need to fill out the staff coverage form:
Human Resource Assistant /Bilingual Administrative Assistant Center Team Leaders or
Education Managers)

Human Resource Assistant (Hermiston) and Bilingual
Administrative Assistant (Pendleton) will hire sub
(parents willing to sub in the classroom must be
identified and names and numbers will be provided
by centers

Sub callers will notify the center
team the status of a sub and
when they will be able to cover