

No Tricks! Just Treats!
OCTOBER 2022, VOLUME 112

HR CONNECTIONS

SUBSTITUTE BONUSES ARE BACK

Early in September a JEM, notification went out regarding the September Substitute Bonuses. Those bonuses will be paid on the October 10th paycheck.

For OCTOBER 2022, substitute teachers with NO CANCELLATIONS and who qualify as outlined below, will be paid on the November 10th, 2022 paycheck. The October tiered substitute teacher bonus incentives are as follows:

- 12 days worked = \$200
- 10 days worked = \$120
- 8 days worked = \$80
- 6 days worked = \$40

Benefit-eligible substitute teachers working full time at various schools throughout the District DO NOT QUALIFY for the monthly substitute teacher bonus incentives.

SUU AND SLCC OFFERING APPEL PEDAGOGY COURSES

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Trainings**

Teachers that have an AEL, Associate Educator License, and are working with Brittany Bauer and/or Jane Olsen regarding the requirements to complete the APPEL Program and obtain their PEL, Professional Educator License will need to complete their pedagogy courses. We work closely with SUU and SLCC regarding their pedagogy course schedules. Please visit the institution website for additional details, such as schedule, cost, format and grant opportunities.

- SUU <https://www.suu.edu/ed/appel.html>
- SLCC <http://www.slcc.edu/continuinged/programs/transition-to-teaching.aspx>

APPEL MEETINGS CONTINUING

Teachers hired that are underqualified for their position may be required to apply for an AEL (Associate Educator License). Once that license is awarded the teacher will be contacted by the assigned HR Specialist to review their PLP (Professional Learning Plan) either in person or electronically within 30 days of the AEL being awarded. If you have any questions, please reach out to Brittany or Jane.

FRONTLINE TRAINING SIGN UP NOW

As promised, Frontline Trainings are being scheduled. Details will be forthcoming in JAM, including a link to sign up. Trainings will begin in late October.

MORE HR DEPARTMENT INTROS

We have grown!

We wanted to introduce our newest employee, Marielba Mendez. She is one of our newly added HR Assistants. Her assignments are in the process of being determined.

We are so excited that she chose to join us.

Once assignments are determined we will update the Canvas course and HR Department website, <https://employment.jordandistrict.org/human-resource-department/>.

ON THE HR CALENDAR

October 3rd- FTE Audits DUE

October 9-19- Thanksgiving Recess Lottery Window (All 180, 184, 187, 206 and 207 Contracts)

October 10-20- Thanksgiving Recess Lottery Window (242,245 Contracts)

October 27-28- Fall Recess (HR Office Closed)

HOCUS
POCUS

JUST LET ME FOCUS!

ADMINISTRATIVE ASSISTANT CANVAS TRAINING

The Administrative Assistant Canvas course is under construction.

The link to sign up is now live. Once enrolled please make sure you have your setting set to receive notifications from this course.

Remember that all office staff are welcome to be added to the course for training purposes.

Please use the link below or QR code to sign up.

- <https://jordanpd.instructure.com/enroll/KYDLLA>



WE'RE BATTY
FOR JORDAN