



Aspire. Affirm. Attain.

Memo

To:

From: Dr. Orange

Date: Decmber 14, 2011

Re: Code Switching

In the tradition of CLAS, we have never asked or challenged our support staff and office managers to look critically at their job performance and self reflect on their effectiveness at their job. It is time for everyone to look at their job and work habits through a critical lens and begin to reevaluate how we work, speak to and communicate information to one another and our constituents. Teachers are asked to do this every year through their evaluation process and in a learning organization it is imperative that all staff be critically reviewed to see if their performance is what is needed to move an organization forward. Also, critically reflecting on your work will help you redefine your goals for this job in conjunction with your future aspirations.

On December 14th you will participate in a professional development at OW regarding learned work habits that are impeding the effectiveness of our school. The staff development will focus on Code Switching. Basically, making sure you speak with students, staff and parents in an appropriate manner and tone and relay appropriate information. Also, code switching requires the ability to conduct oneself as an adult and create appropriate boundaries between you with students and parents will be discussed.

Before the meeting we want you to list at least two areas of your job that you

Time Management

Code Switching

Communication with staff

Professional Growth