

Hours Log Sheet

Applicant Name: Victoria Fegel-Osborne
 School/Subject/Grade level: Creston School; K – 8th
 Community Based Organization:

Supervisor at School Site: Angelica Cruz &
 Lisa Edwards
 Supervisor at CBO:

Date	Total Hrs.	Indicate how you spent your time. Planning, Teaching and Assessing, Confering with Mentor, Communicating with Parents, Professional Development, Volunteer Event	Location
08/28/2019 - 01/17/2020	50+	Greet students & families at the start of every school day; sign in all late-arriving students; answer parent/student questions; assist in substitute sign-in procedures; record student arrival times/attendance in online database; call teachers to remind about morning attendance deadlines; response to phone inquiries regarding late/absent students; etc.	Creston School 4701 SE Bush St. Portland, OR
08/28/2019 - 01/17/2020	50+	Assist in the managing of the school's front office by responding to the needs of school staff, students, & families throughout the day. Sometimes includes providing supervision/intermittent behavioral support for students struggling to remain in class and who have been sent to the office.	Creston School 4701 SE Bush St. Portland, OR
08/28/2019 - 01/17/2020	20+	Carry out 1 – 1.5 hours of lunch duty per day in supervision of 2nd – 8 th graders during their regular lunch periods. Often also followed by recess duty for 6 th – 8 th graders, which typically involves supervision and support of student safety while outside & on the playground.	Creston School 4701 SE Bush St. Portland, OR
08/28/2019 - 01/17/2020	50+	Guide families through the registration & enrollment process with careful consideration of deadlines, district requirements, and potential service referrals for families.	Creston School 4701 SE Bush St. Portland, OR
08/28/2019 - 01/17/2020	50+	Supervise students during dismissal time; provide additional support if any are awaiting pick-up and no approved parent/guardian has arrived; work to contact and coordinate with parents/guardians regarding late pick-up; communicate with other admin if no parent/guardian can be reached.	Creston School 4701 SE Bush St. Portland, OR
08/28/2019 - 01/17/2020	20+	Communicate with other admin, teachers, and support staff regarding student attendance concerns that may need additional supports in order to ensure student access to education/services,	Creston School 4701 SE Bush St. Portland, OR

