

March 31, 2015

Dear Pre-service Teacher or Specialist,

On Thursday, [May 7](#) from 4:00 to 5:15 p.m., Karen Hardin from the Eugene 4J District Department of Human Resources, Dawn Strong from the Springfield School District Department of HR, and Remie Calalang, Human Resources Director for the Bethel School District, will conduct an employment orientation at the Eugene Education Association office.

Karen, Dawn, and Chris will provide information about the employment outlook in their respective school districts, application procedures, and hiring timelines. Students and recent graduates who attended similar sessions in past years have found them to be quite helpful. This is an excellent chance for you to gain important information regarding employment opportunities in our area.

To help us prepare for the orientation, **RSVP** your intent to attend the meeting. We need to know your name, program level (i. e., elementary, secondary, SpEd) and university affiliation. Please e-mail or telephone Julie Janisse in the District 4J Instruction Department if you plan to attend the orientation.

Email: janisse@4j.lane.edu

Telephone: [541-790-7566](tel:541-790-7566)

The Eugene Education Association office is located at **2815 Coburg Road**, just north of Costco and the Beltline/Coburg Rd. interchange. The office is situated on the east side of Coburg Road.

I look forward to seeing you.

Tom Di Liberto

4J University Liaison

Email: diliberto@4j.lane.edu

Office: [541-345-0338](tel:541-345-0338)