

# SubShortage Workshop

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## District Networking

- Get in groups of three for three minutes each, learn about each district. Use the workbook for notes.

## Aspects of Substitute Teaching

- Skill level of the Substitute Teacher
- SubReadiness and SubFriendliness of a District or School
- SubManagement

## Definitions

- **Substitute Teacher**
  - Guest Teacher
- **Certified** - one who is qualified to teach as a contract teacher.
  - Licensed
  - Graduated from a Teacher's College Program
  - Alternative Certification
  - DOES NOT INCLUDE emergency sub-license issued by the state!

# Definitions

- **Un-certified**

- High School Diploma
- 60, 90 credit hours
- Bachelor's degree

# Definitions

- **Training**

- Skills Training - Classroom Management, etc.
  - Minimum duration and standards

- **Orientation**

- How to use the automated phone system

# Definitions

- **STEDI**

- Great Organization focused on substitute teaching
- Don't you want your substitute teacher to be **"Steady"**?

# Definitions

- **STEDI-Ready Sub**

- Completed 8 hours of training and passed the Assessment with at least an 85% score
- Confident, a true professional
- Receives ongoing training
- Guaranteed a job offer
- Contributing to a scholarship fund for students
- Sharing activities and lessons with others

# Definitions

- **STEDI-Ready District**

- Requires initial and on-going training for their non-certified substitute teachers
- SubReady
- SubFriendly
- High fill rate
- Low turn over
- Low complaints

# Definitions

- **Roles in the SubOffice**

- Superintendent
- Assistant Superintendent
- Human Resources Director
- Assistant HR Director
- SubManager
- SubCaller
- SubTrainer

# SubManagement:

- **Pay for non-certified day-to-day sub**

- Rural - \$45 - \$85
- Suburban \$75 - \$120
- Urban \$95 - \$230

- **Issue is . . . how close are you to your neighboring districts?**

- **PS - Don't raise pay . . . (we'll talk about it later)**

# Outsourcing (Insourcing)

## Reasons for outsourcing:

"We never had enough substitute teachers"

"I can't imagine having substitute teaching on my plate with everything else we deal with in HR"

"Affordable Care Act"

"Transfer of Risk"

# Outsourcing (Insourcing)

## Clarksville Montgomery County School System (TN) School District - Insourcing

- One of the Top 10 largest districts in Tennessee
- 32,000 Students: August 2014 Enrollment
- 4,100 Total Employees (Certified and Classified/Hourly)
- Approximately 2100 Teachers who require a substitute
- 7.78% Teacher Absentee Rate in 2013-2014
- 28,492 Total Teacher Absences in 2013-2014
- 400 Average Subs employed by Outsourced Agency
- 500 Active Substitute Teachers 2014-2015

# Outsourcing (Insourcing)

## Clarksville Montgomery County School System (TN) School District Statistics

- Proposed Cost savings of over \$300,000
- ACA Response - Reactive vs. Proactive
  - All employees working 15 hours eligible for benefits
  - Felt that was cheaper than paying a premium on all employees through a staffing agency.

# Outsourcing (Insourcing)

## Clarksville Montgomery County School System (TN) School District Statistics recommendations:

1. Cost and Necessity of the premium on every dollar spent
2. Substitute Morale
3. Identification with being a school system employee
4. Vendor policies regarding investigations- DCS, employment issues, safety concerns, sexual harassment
5. Who is doing absence fulfillment when the automated system is not?  
Are the employees local or in a call center? Will Substitutes be more likely to accept positions when called by someone who they know?
6. Billing processes, funding source distribution and reconciliation
7. Remember it is not just about a 100% fill rate if instruction is negatively impacted...factor in that "cost".

# How many Subs do you need?

- 1 sub for every 3 teachers?
- 1 sub for every 5 teachers?
- Historically, 1/5 worked best, but now most are not working 4 to 5 days per week.
- Maybe 1/3 is better.
- Find out by asking your subs why the work or not.

## How many Subs do you need?

- Depends
  - Retired teachers
  - Limiting to specific locations
  - Geographic size of district
  - Training

## Establish a Staffing Goal

- Set your preferred ratio
  - 1/3
  - Let everyone know
  - Set exactly how many new individuals you need to hire - 50, or 400.
- Set your preferred fill rate
  - 95% or 97%
  - Identify schools that are hard to fill
  - Develop strategies

## Establish a Staffing Goal

- Free tickets to school events
- Free lunch
- Guaranteed interviews for open positions
- Identify and nurture those who will work everyday and use them to fill last-minute assignments
- Graduated pay scale for hard-to-fill assignments

## Laws

- Affordable Care Act
  - Limiting hours?
  - Paying for Health Care?
- AB 1522 - Healthy Workplace Health Family Act - Effective July 1, 2015
  - 1 hr of paid sick leave for every 30 hrs worked
  - How are you tracking this?

## SubManagement:

- Surveys
- Reports to Principals
- How to purge your pool?
- conducting an orientation.

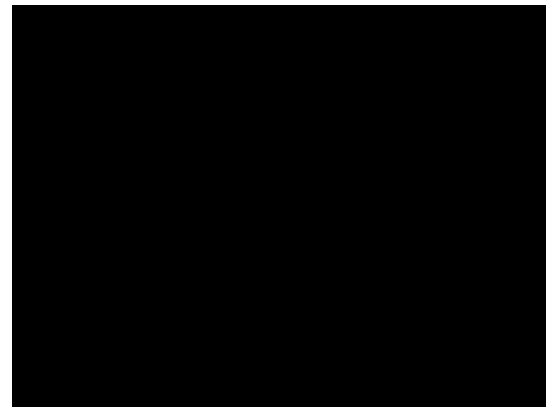
## SubManagement:

- Web Resources: [STEDI.org/administrators](http://STEDI.org/administrators)
- Conferences: SubSolutions 2016 - Park City UT
  - 2 1/2 days of SubManagement Training
  - [STEDI.org/SubSolutions](http://STEDI.org/SubSolutions)
- Watch for emails from [STEDI.org](http://STEDI.org)
  - SubManagers Newsletter

## SubReady/SubFriendly

- Does it matter?
- Ways to prepare:
  - Students
  - Faculty
  - Staff
  - Principals

## SubReady



# SubReady

- Ways to prepare:
  - Students
  - Faculty
  - Staff
  - Principals

# SubFriendly

- Why do People Substitute Teach?
  - #1 Reason: Like working with students
  - #2 Reason: Like working with other professionals
  - #3 Reason: Flexibility
  - #4 Reason: Pay

# SubFriendly

- Rewards?
- Motivators?
- Recognition?

# SubFriendly

- As a group, prepare two charts:  
**What can we do to be:**
  - SubReady
  - SubFriendly

# SubReady/SubFriendly

- Have your teachers view:  
<http://STEDI.org/prepare-your-class-for-a-substitute-teacher/>
- Have your Subs join the giveaways:  
[STEDI.org/Giveaway](http://STEDI.org/Giveaway)
- I'll send you these links.

# Lunch Assignment

- Get to know someone you haven't met yet and share:
  - # of Subs your going to hire
  - What you'll do to be:
    - SubReady
    - SubFriendly

# Recruiting

- Myths and Truths
- Who to Recruit
- Recruiting/Screen/Onboarding Process
- Strategies

# Myth

- Myth 1: The most effective method of attracting and keeping substitute teachers is to offer more money.

# Fact

- Fact 1: Training is the most effective method of attracting and keeping substitute teachers.

# Training

Recruit with these words:

Do not worry; we will train you before you step foot in a classroom. We believe the key to a successful day is training. After you complete the training, you will have the skills and confidence you need to assume all duties of the regular classroom teacher. You will know how to follow the instructions left by the teacher. You will know how to maintain normal classroom routines and discipline procedures.

# First Principle of Human Behavior

- Behavior is largely a product of its immediate environment.



# Skill One

- Start the Learning Immediately



## Myth

- Myth 2: If your district/organization has a good reputation, you do not need to actively recruit.

## Fact

- Fact 2: Active hiring practices give organizations a better opportunity to select the best available educators as substitute teachers.

## Myth

- Myth 3: If you copy what other school districts in your area are doing, you will attract the best individuals.

## Fact

- School districts must be competitive with neighboring districts to attract and keep substitute teachers.

## Myth

- Myth 4: People become substitute teachers because they have short-term financial needs.

## Fact

- Fact 4: Districts and organizations that meet the long-term needs of substitute teachers are more effective at attracting and keeping substitute teachers.

## Did you know?

- Of the Individuals in your SubPool:
  - Over 80% want to continue working in your district

## As a Group:

- Draw your ideal Substitute Teacher
  - Use page 14 and 16 as a guide.
  - At the bottom of page 16
    - Total number of Subs you need in your pool
    - Total number you need to hire this year (Your Goal!)

## Review Your Hiring Process

- Complete and share how you hire substitute teachers in your district/organization - See page 15
- Discuss what works well and what needs to be improved

## Recruiting Materials

- Review Section Two of Your Booklet - Recruiting Strategies

## Training

Recruit with these words:

Do not worry; we will train you before you step foot in a classroom. We believe the key to a successful day is training. After you complete the training, you will have the skills and confidence you need to assume all duties of the regular classroom teacher. You will know how to follow the instructions left by the teacher. You will know how to maintain normal classroom routines and discipline procedures.

## Handbook Training

- Treasure Hunt
- The first group that finishes with everyone completing each question is the winner!

## Action Items for Training

- No training
- STEDI-Ready SubSkills Online Training
- STEDI-Ready District Handbook Training
- Competitor's training
- Quick, one-hour orientation masked as "training"
- Self-study training

## Wording for Website

- "You will be trained and given the skills to be successful"
- "Here is where you get the training"

## Rewards for Training

- Employment
- Pay raise for those who take the training
- Preferred list
- Bonus
- Kudos

## Action Plan

- Review SubManagement
  - SubManagers Newsletter
  - SubSolutions - Park City, UT July 6-8, 2016
  - STEDI-Webinars
  - Last-minute Subs to increase fill rates
- Review SubReady/SubFriendly
  - SubCommittee
- Set Training as an Expectation

# Thank you

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