



ANNOUNCING **FILL-RATE ACADEMY FOR SUBMANAGERS**

Substitute Teaching Division
STEDI.org
KELLEY@STEDI.ORG

429 South Main Street, #2
Logan, Utah 84321
800-922-4693
www.STEDI.org/academy

ADDRESS CORRECTION REQUESTED

CLASS BEGINS SEPTEMBER 12, 2018 FROM YOUR OWN DESK

SPACE IS LIMITED

INCREASE FILL RATES & LOWER COMPLAINTS OR YOUR REGISTRATION IS FREE!

ABOUT FILL-RATE ACADEMY

For the first time, SubManagers can quickly understand what needs to be done to recruit, train and retain an adequate number of individuals to substitute teach. One can learn how to manage the SubOffice to ensure the fill rate is up and the complaints are down.

SubManagers can learn from other SubManagers from across the country and share their knowledge and ideas with others.

Together, using the techniques and processes taught in the **Fill-Rate Academy for SubManagers by STEDI.org**, each SubManager can be effective from day one, learning from the experts and practitioners.

REGISTER NOW STEDI.org/academy



What is Fill-Rate Academy?

HAVE YOU EVER WISHED

THERE WAS SOMEONE TO STAND NEXT TO YOU AND GUIDE YOU THROUGHOUT THE YEAR?

Fill-rate Academy for SubManagers is an online extension of the **SubSolutions National Conference**. It provides the same learning experience as the national conference, but from the convenience of your own computer.

Each month throughout the year we invite you to an online meeting (see next page for a list) on a timely topic related to managing substitute teaching. Each meeting is a chance to participate, ask questions and learn from someone who has already solved your problem. It is also a chance to mentor others and improve your very important profession for the future.

You'll also receive access to important tools like surveys and data analysis methods. It's like STEDI was right there with you at your desk, providing you with back-up when you need it the most. Registration is only \$999.



HAVE YOU EVER WISHED

THERE WAS A WAY TO QUICKLY COME UP-TO-SPEED ON ATTRACTING, TRAINING, & RETAINING SUBS?

The Fill-Rate Course is a 3-4 hour, online course that walks you through the basics of your job as an administrator or manager who is responsible for substitute teaching. We know this topic inside and out. So you won't waste time searching, gleaming or curating information. It's all there, quick and easy!

The course covers the basics of understanding what SubManagers can do to increase the fill rate, reduce complaints registered against substitute teachers, increase the retention and quality of those in the subpool, and most of all, increase learning when the permanent teacher is out of the classroom. The course is for any SubManager who wants to increase their effectiveness. It is designed for the very, very busy suboffice personnel and school administrators. With **Fill-Rate Academy for SubManagers** your whole team has access to this course. The **Fill-Rate Course** may be purchased separately for \$299.



Why does your SubOffice NEED FILL-RATE ACADEMY

Knowing what to do might take a SubManager years to comprehend; but now with STEDI Academy, they'll get a jump start on their instruction.

The Fill-Rate Academy teaches what to do AND provides the management tools and understanding to implement the knowledge each month. It'll also provide a cohort group from other districts to work with and share solutions – like SubSolutions!

Never before has there been such an opportunity to focus on substitute teaching-related issues and then to find long-lasting solutions to these challenges.

With STEDI's tools, your people can solve the challenges you face with low fill rates and high turnover of substitute teachers.

**Fill-Rate Academy with
Management Tools
plus Fill-Rate Course
only \$999 (reg. \$1,499)**

The 2018-2019 Cohort group begins **September 12**
and registration closes **Sept 10, 2018.**

Register today
and get **both** the
Fill-Rate Academy and **Fill-Rate Course.**

REGISTER AT STEDI.org/academy
or email KELLEY@STEDI.ORG

WHY REGISTER?

GET IT NOW FROM YOUR OWN DESK

If you think this academy will be a sit-on-your-hands and wait-to-be-fed type of event, you might be disappointed!

It will be unlike any other course on substitute teacher management you have ever attended. It will be a networking, brainstorming, idea-sharing type of “support group” for substitute administrators.

Who should register? Only those district professionals who want to take responsibility for their district’s situation and make a change for the better should register.

What makes STEDI Academy unique and even unusual?

ONE, STEDI is the only national institute devoted to researching all aspects of substitute teaching and that knows where the problems lie and how to solve them. Our methods were developed at a university and are based on years of in-the-classroom research.

SECOND, we will divide you into smaller groups. Plus, you will not stay in the same group. We will move you to other groups to absorb the best practices and solutions from other districts in your group and from around the country.

THIRD, you will not graduate with just one idea; you will finish with many new perspectives and things you can do today on solving the same problems every district faces: how to attract, train and keep the very best substitutes.

FOURTH, you will receive follow-up activities throughout the year. We will continue to send you ideas to help you recruit, train, and retain.

We realize you are probably facing these same problems:

- Limited hours you give your substitutes due to the ACA
- Your substitutes need more professional training
- Your substitutes just do not want to work
- They do not want to pay for fingerprinting
- The number of teacher absences is increasing
- They do not want to pay for training substitutes due to the ACA
- Your substitutes need more professional development and training
- They continue to cancel the morning they are schedule to work

What other challenges do you face?

Here is your first assignment: After you register, submit your most challenging problems to info@STEDI.org or call (435) 755-7800. Tell us what YOU hope to take away from this academy.



Why you will love this hands-on Academy...

- This Academy was created by our staff of substitute teaching experts. We have been researching and training substitutes for 20 years.
- You will take away valuable skills and ideas you can implement immediately in your district.
- You will learn skills to help your substitutes be prepared and professional—the number one request of school administrators.

Enroll at www.STEDI.org/academy

THERE ARE 5 THINGS...

...you will learn to help you attract, train and keep the very best substitute teachers.

1) Improve Your Current Statistics

- Why you must understand the statistics from your district
- Keys to uncovering the worst fill-rates by school and position
- Improving your substitute-to-permanent teacher ratio

2) Know Your Current SubPool Better

- Why you must treat substitutes as “paid volunteers”
- Best practices for communicating with substitutes
- Why newsletters and touching base periodically is mandatory
- How to increase frequency from 1 to 2 days a week
- Ways to offer low-cost or no-cost incentives
- When to offer free tickets to school events
- Why something as simple as a free lunch shows you care
- Ways to work with local businesses to provide discounts

3) Streamline Your Application Process

- How to improve the application process, making it smoother
- Traditional printed versus online applications
- The best ways to process substitutes faster with less hassle
- Best practice substitute orientations
- Open houses for substitutes at hard-to-fill schools
- Getting better principal recommendations
- When to invite certified and retired teachers to join your pool

4) Advertise and Promote More Effectively

- Better ways to work with local colleges/universities
- How to recruit student teachers as substitutes
- What kind of ads work in traditional and electronic media
- How to use social media to attract substitutes: Facebook, etc.

5) Change Your Hiring/Training Requirements

- Best training methods
- How to decide what educational level is best when hiring subs
- When to increase pay—and when not to
- Differentiated pay for hard-to-fill positions
- Outsourcing using the best sources to find substitutes
- How to set up a preferred list of substitutes
- Tips for reducing the turnover rate in your subpool

Register now
www.STEDI.org/academy

What is causing the substitute teacher shortage?

A Good Economy

The economic improvement and lower unemployment rate may be good for the nation. It is bad for school districts/organizations.

Since 2011, the unemployment rate is down from 8.4% to 5.5%. The results: the sub-to-teacher ratio has decreased from 1 substitute for every 3.22 teachers in 2011 to 1 substitute for every 5.98 teachers.

Increased Teacher Absenteeism

Missing teachers has increased due to increased professional development. In some cases, absenteeism is also up due to teachers using up days that they will otherwise lose.

What Can You Do About It?

1) Study your substitute pool. The ratio of total substitutes to teachers should be 1 to 5 or less.

2) Fix your hiring process. Make it smoother. Remove obstacles.

3) Make the profession of substitute teaching more attractive.

4) Try to reduce the time teachers are out of the classroom.

5) Train your substitutes better.

At this Academy, our goal is to help you attract more substitutes, train them better and keep them active.



What You Get - Academy Schedule for 2018

You get the exclusive chance to participate in online, live-interactive meetings with other SubManagers. Also included are tools STEDI.org has created to help manage substitute teachers. (Only \$999 - Regularly \$1,499)

This Fill-Rate Academy is created for individuals on the district's SubTaskForce and will assist the task force in gathering vital information from teachers, administrators, substitute teachers and permanent teachers to understand what practices, policies and procedures support your efforts in substitute teacher management. The Fill-Rate Academy commitment includes one 45-minute

interactive online meeting per month, completion of the Fill-Rate Course, participation in conducting surveys and analyzing results (STEDI has the surveys and will mentor each participant through the process), and creation of a SubTaskForce to participate in the Academy (STEDI will assist you in creating a SubTaskForce).

Each month will address specific topics to help you understand and implement the strategic plan for your district. Each meeting will be live with group discussions and presentations and will be recorded to be reviewed when needed.

Sept 12, 2018 1pm - EDT Overview, Expectations, SubTaskForce, Surveys

The STEDI surveys will assist you in identifying individuals for your SubTaskForce and revealing challenges for your SubTaskForce to address. It will also provide data for you to present to your administrators. You'll start this school year with very clear expectations and goals that will be your guide throughout the year.

October 10, 2018 1pm - EDT Overview of Recruiting, Training, Retaining Substitute Teachers

What makes up the basis of effective recruiting, training and retaining of substitute teachers. This session will use the data collected from STEDI Surveys to look at how you can improve each of these areas.

November 14, 2018 1pm - EST In-depth Look at Recruiting

You'll work through recruiting strategies for the remainder of the year and establish successful recruiting practices for next school year.

December 12, 2018 1pm - EST In-depth Look at Training

Want to reduce complaints by 30% or more? This session will cover what research has shown to be an effective training and how to implement it on any budget.

January 9, 2019 1pm - EST In-depth Look at Retaining

Increase the number of days worked by those in your SubPool and set up the most effective retaining policies to keep them for next year - and the years to come.

February 13, 1pm - EST Reducing your Substitute Teaching Budget

How much is spent on substitute teaching in your district? What is your overall budget? Can it be reduced? Should it be increased? Your supervisor will want to participate in this session with you.

March 13, 2019 1pm - EDT SubWeek Preparation and End of Year Fill-Rates

Prepare now for an effective SubWeek recognition program. This will ensure your subpool will remain committed all the way through the school year.

April 10, 2019 1pm - EDT Reviewing and Establishing Effective Practices, Policies and Procedures

Are your policies encouraging or discouraging high fill-rates? You'll be surprised by which practices are effective and which are not in keeping your fill-rates high. Summer plans and programs will also be addressed.

May 15, 2018 1pm - EDT End-of-Year Surveys and Review

Knowing what worked and what didn't will help you make next year's plans. Using STEDI's surveys you'll have all the data you need to make informed decisions.

June 12, 2018 1pm - EDT What Does it Take to Have an Effective Orientation

If you don't tell your substitute teachers what is expected of them how will they know? This session will go into what should be in an effective orientation for the coming year, district policy manual, and substitute teacher handbook.

July 10, 2018 1pm - EDT Onboarding

You've hired them, now what? What are the best onboarding programs in districts across the country and how can you implement them?

August 14, 2018 1pm - EDT Goals Setting for the Next School Year

You've had a full year but what about next year? How to know what to do with what you've learned and what it means for next year. This session will tie together everything we've discussed and how to proceed in the future.

What does my district get with Fill-Rate Academy?

- Fill-Rate Academy mentoring for your entire team for the entire year
- Management Tools (survey, data etc.)
- Fill-Rate Course for your entire team
- Monthly Online Meetings
- Fill-Rate Academy group interaction and advice



START YOUR BETTER YEAR TODAY!

Save your place in this year's group - Deadline September 10, 2018

Register at STEDI.org/academy only **\$999** (reg. \$1,499)

Fill-Rate Course may be purchased separately for only \$299 (reg. \$999)

The course contains . . .



Attracting

SubTaskForce
Who to Recruit
Ways to Recruit
Open House
Emails
Letters
Understanding Surveys



Training

Benefits of Training
Difference Between Training and Orientation
Topics to be Covered in a Training
Topics to be Covered in an Orientation



Retaining

Recognition
Site Readiness
Communication with Substitute Teachers
Understanding Automated Systems Reports and How to Share that Information



Doing Your Job

What are some new ideas?
Where do you turn for advise?
Where are the tools to get things done efficiently & effectively?

WHY CHOOSE STEDI

- STEDI is the only national institute devoted to researching all aspects of substitute teaching and that knows where the problems lie and how to solve them.

Fill-Rate Academy by **STEDI**.org
for Administrators

- STEDI has hosted 20 years of SubSolutions Conferences and workshops where SubManagers and Administrators have met to learn to do their jobs better.
- STEDI has trained nearly a half-million substitute teachers in North America and in Europe.
- STEDI is the former Substitute Teaching Institute at Utah State University.