

The SubManager *series*



September 20, 2024

Presented by

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**TELL ME
SOMETHING**

GOOD

- 56% of SubManagers have 1-3 years of experience working with substitute teachers
- 44% of districts conducted BTS trainings
- 76% of districts utilize Red Rover or “other” system
- 63% of districts employ 101-500 substitute teachers

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September Checklist

- Ensure compliance with ACA requirements
- Increase your sub pool
 - Assess with HR number of substitute teachers needed – FORMULA?
 - Recruit from teacher job applicants on potential substitute teacher interest
 - Conduct interviews and make job offers
 - Onboard new hires
- Data analytics
 - Conduct campus check ins
 - Review fill rates



Affordable Care Act (ACA) and Substitute Teachers



- Employers with 50 or more full-time equivalent employees
- Offer health insurance coverage to their full-time employees, including substitute teachers who work full-time hours.



Who is considered full time?

- Someone who works at least 30 hours per week or 130 hours in a calendar month.
 - Substitute teachers who meet this threshold are considered full-time employees and are entitled to health insurance coverage.
- ACA does not require employers to offer health insurance coverage to part-time or intermittent employees
 - Including substitute teachers who work less than 30 hours per week.



ACA and Substitute Teacher considerations



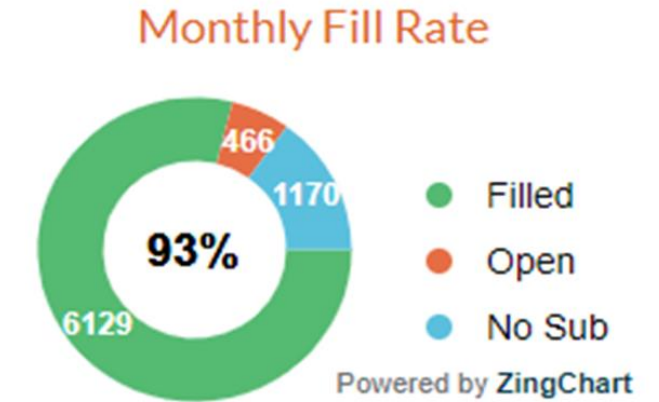
The ACA's requirements may vary depending on the specific circumstances and the employer's policies.



Employers should consult with their legal counsel or benefits advisors to ensure compliance with the ACA's requirements.

Active Substitute Teachers	
Total	871*
Certified	203
Degreed	338
Non-Degreed	330

Monthly Summary	
Total Jobs	7,765
Filled Jobs	6,129
Open Jobs	466
No Sub Jobs	1,170



Staffing Goals

Staffing Formula

- What is the recommended ratio?
 - # of teachers
 - # of absences

Other considerations

- Preferred fill rate
- Current data
- Popular vs Non-popular campuses

Substitute Teacher Staffing Sources

Work with HR

- Teacher applicants
- Student teachers

Campuses

- Parents
- Volunteers

You can become a
**SUBSTITUTE
TEACHER**

- FUN
- TRAINING
- FLEXIBLE HOURS
- NO EXPERIENCE NEEDED
- GREAT PAY

Learn more at
MYSCHOOL.COM



We are looking for parents
who want to be

Substitute Teachers

Have them call extension 123 or visit the web.

myschool.com

- Flexible hours
- No experience
- Training
- Great Pay



WANTED: Substitute Teachers

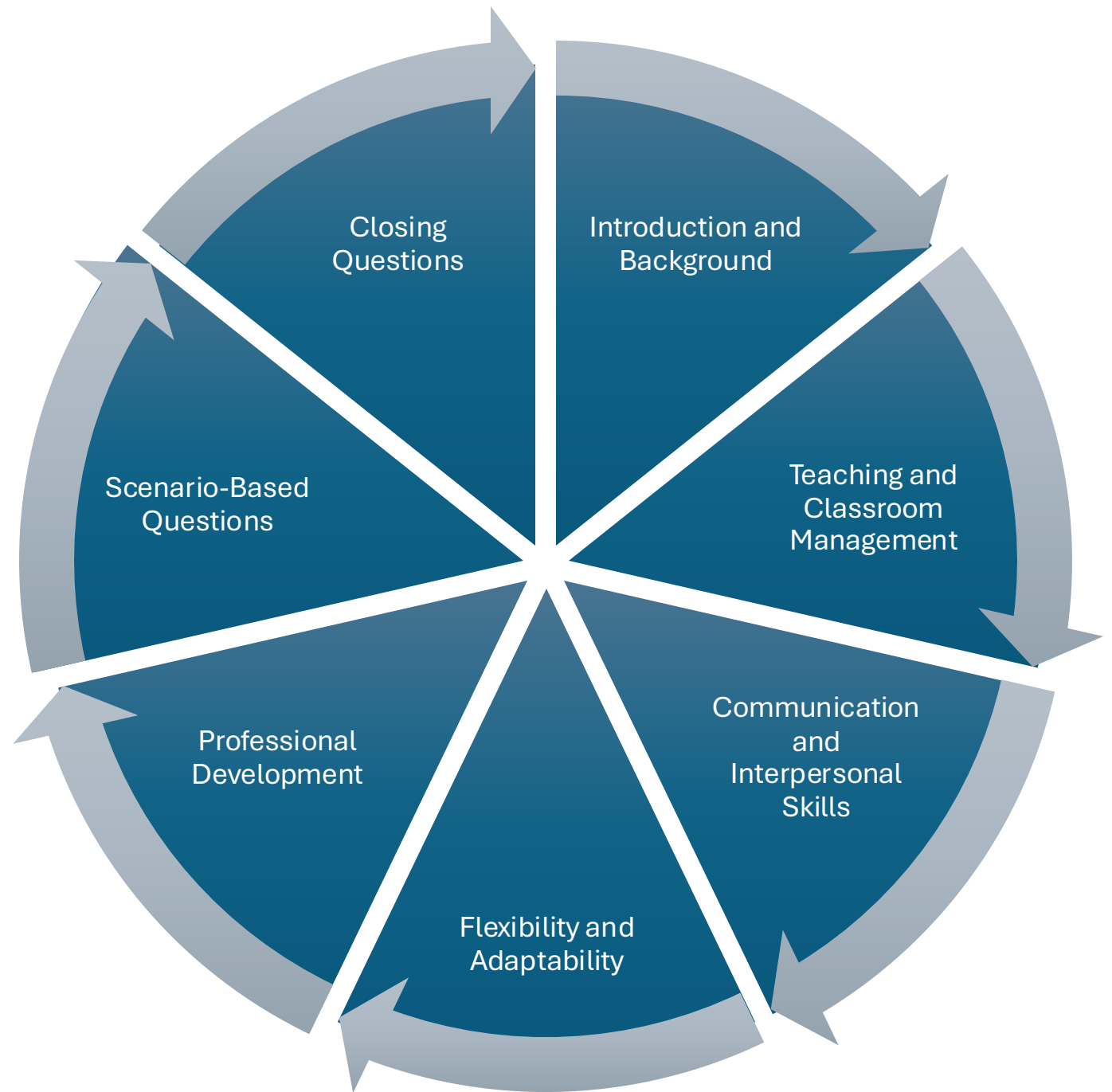
Flexible hours. Great pay. No experience needed. We'll train you. Must be graduated.

Call Ms. Smith at 000-000-0000 or visit www.myschool.com for more info.

Conducting Interviews



Sample Interview Questions



SAMPLE Substitute Teacher Onboarding Agenda

Introduction and Welcome

HR Staff Introductions

Risk Management

- Injuries on the job
- Safety procedures

Risk Management Team

Professional Development System

PD Team

Break

Emergency & Safety

- Student Safety
- Emergency Procedures

Police / Security Dept

Classroom Management

- Problem Classroom Behavior & How to Cope
- Classroom Tips
- Teaching strategies
- Engagement

Curriculum & Instruction

School Health Safety: COVID – 19

Health Services Team

Lunch (on your own)

Security Awareness Training

Technology Team

Microsoft Outlook & Other

- Email / Office 365
- Employee Access Center/Portal (mailing address, w4, access to earnings, direct deposit info., How to see paycheck stubs?)

Technology Team

Google Training Overview

Technology Team

HR Policy & Procedures

HR team

- Sexual Harassment
- FERPA
- Educator's Code of Ethics
- Standards of Conduct
- Professional Ethics
- Confidentiality
- Child Abuse

Break

Substitute Teacher Expectations and Procedures

Sub Manager

- Electronics
- Dress Code
- Duties & Responsibilities
- Student Release
- Lunch Time
- Special Education Assignments
- Restrictions
- Feedback
- Communication – Blackboard?
- Long Term Assignments
- PSJA ISD Schools
- Work Requirements
- Pay Rates (Cert – para rates, etc.)
- Biweekly Pay Schedule
- Underpaid/Overpaid or change in pay rate
- Retiree, TRS Surcharges
- Verification forms
- Absences & Leaves
- Procedural notification (Exclusions. No shows, cancellations, etc.)
- Resignations

~~ReadySub~~ Overview

Sub Manager

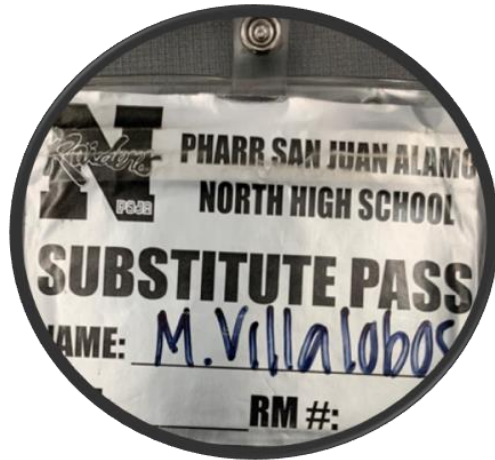
- App
- Web alerts

Talent Ed Records

Sub Manager

Distribution of ID badges

TASK	F
Acknowledge of Distribution of Policies	T
Employee Agreement for Responsible Use of the Electronic System	T
Employee Standards of Conduct and Drug Free Workplace	T
Employee Commitment and Responsibilities/Receipt of	T
Employee Handbook Receipt	T
Student Safety	T



October Checklist



Conduct interviews and make job offers



Onboard new hires



Attend Fall college/university job fairs



Ensure compliance with ACA requirements



Conduct campus check ins



Review fill rates



Schedule

~~August 28, 2024 (Wednesday)~~

~~September 20, 2024 (Friday)~~

October 22, 2024 (Tuesday)

November 19, 2024 (Tuesday)

December 3, 2024**

January 16, 2025 (Thursday)

February 12, 2025 (Wednesday)

March 11, 2025 **

April 11, 2025 (Friday)

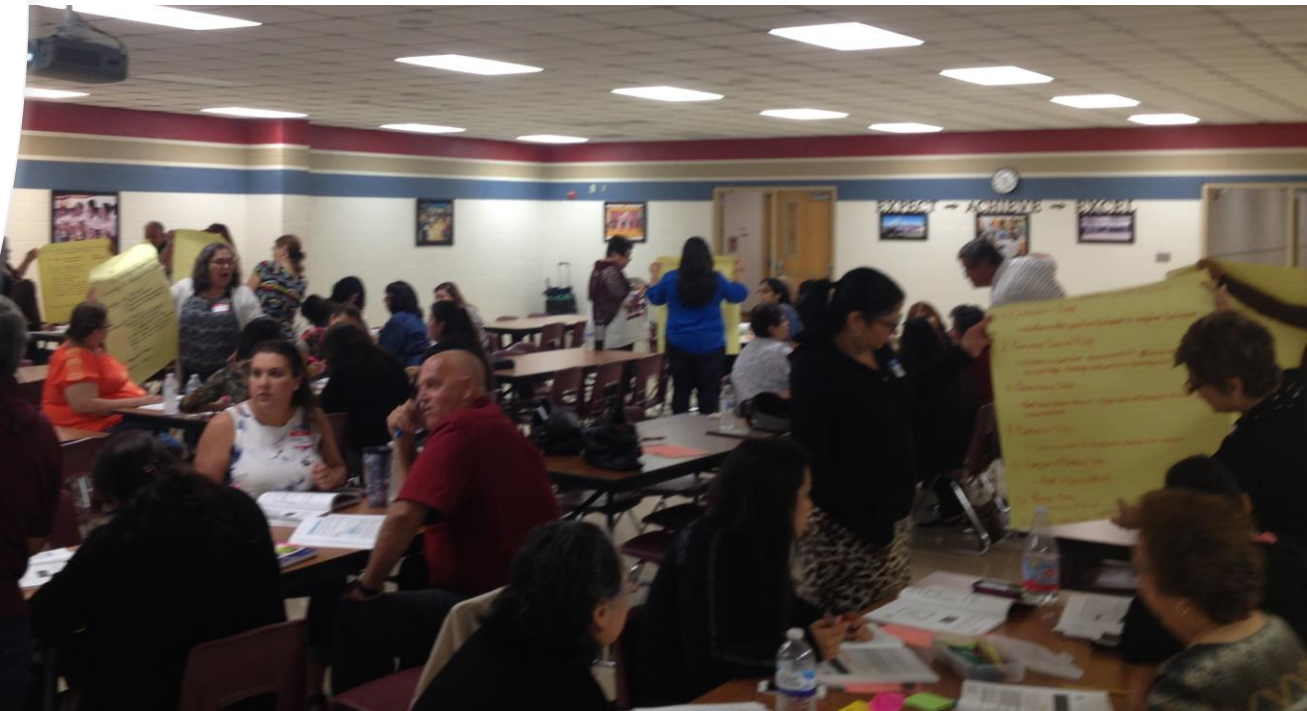
May 14, 2025 (Wednesday)

June SUBSOLUTIONS CONFERENCE

July 17, 2025 (Thursday)

STEDI SUPPORT

- Online training
 - Substitute teachers
 - Classroom management for Teachers
- On site training
 - Substitute teachers
 - Instructional aides

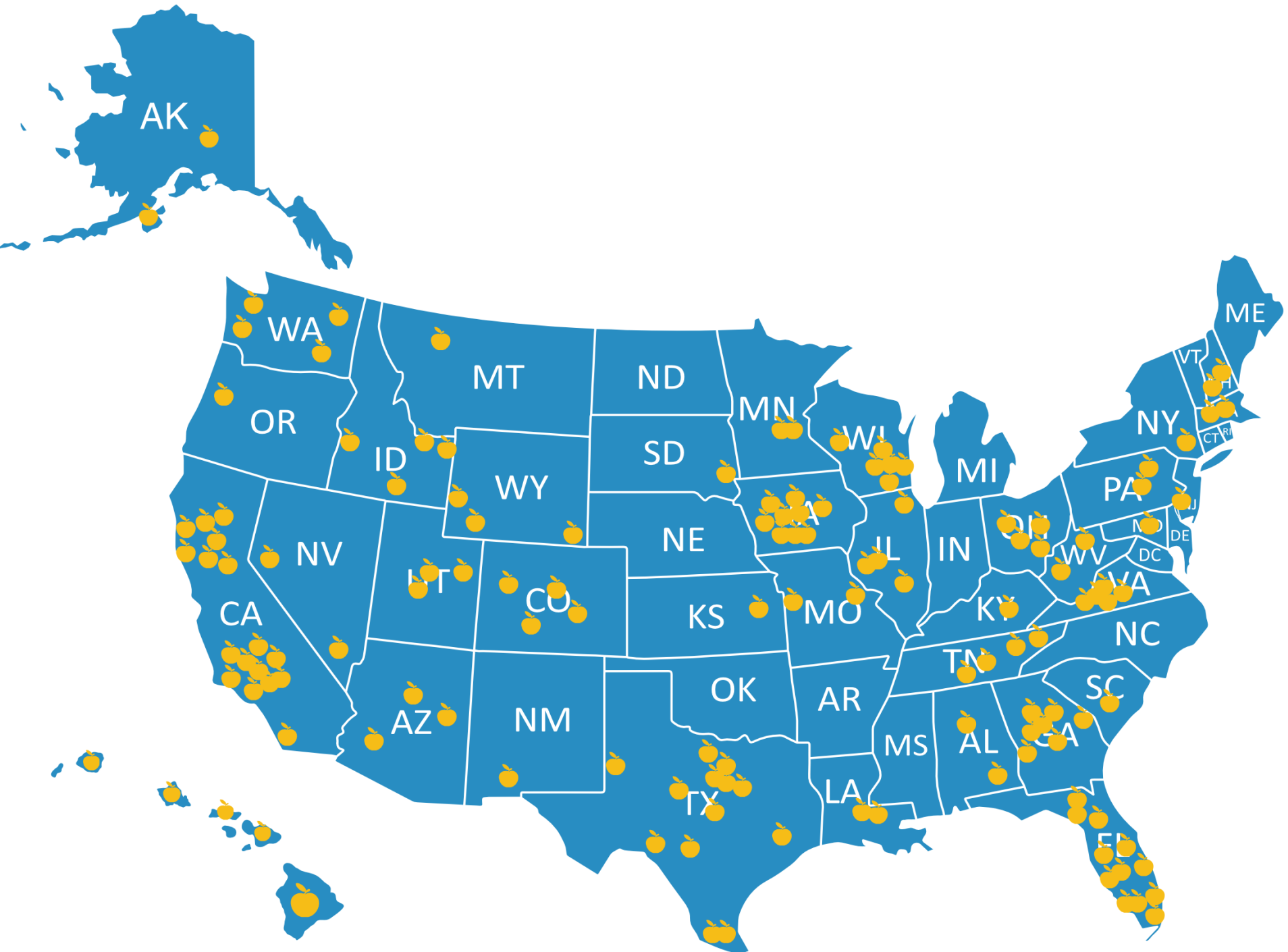




Substitute Teacher Pay Rates 2024-2025

<https://forms.gle/aTQKUnRPVjfqqdWv6>





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“My mission in life is not merely to survive, but to thrive; and to do so with some passion, some compassion, some humor, and some style.”

MAYA ANGELOU