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We Train Substitute Teachers

And we support YOU!

- 83% of districts interview substitute teachers prior to hiring them
- Job offers are usually made via email or application software
- Most substitute teachers work 7 hours per day
- Substitute teacher campus contacts do not get paid extra for these duties

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- 90% of districts provide professional development to their instructional aides
- 50% - 75% of substitutes teachers are degreed but not teacher certified at majority of districts
- 80% of districts hire substitute teachers year round

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Substitute Teacher Appreciation

Training	Substitute teacher of the month	Shout outs in newsletter
Celebrate national substitute teacher day	Lunch tickets	Words of appreciation
Substitute teacher of the year	Bonus for working more than 70 hours	Incentive pay for working Mondays and Fridays
End of year incentive	Substitute teacher appreciation at end of the year	

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Americans with Disabilities Act (ADA)

a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities

guarantees that people with disabilities have the same opportunities as everyone else to enjoy employment opportunities, purchase goods and services, and participate in state and local government programs

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Definitions and Examples

A person with a disability is someone who:

- has a physical or mental impairment that substantially limits one or more major life activities,
- has a history or record of such an impairment (such as cancer that is in remission), or
- is perceived by others as having such an impairment (such as a person who has scars from a severe burn).

Some examples of disabilities:

- Cancer
- Diabetes
- Post-traumatic stress disorder
- HIV
- Autism
- Cerebral palsy
- Deafness or hearing loss
- Blindness or low vision
- Epilepsy
- Mobility disabilities such as those requiring the use of a wheelchair, walker, or cane
- Intellectual disabilities
- Major depressive disorder
- Traumatic brain injury

If a person falls into any of these categories, the ADA protects them. Because the ADA is a law, and not a benefit program, you do not need to apply for coverage

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January Checklist

Conduct interviews and make job offers

Onboard new hires

Ensure compliance with ACA requirements

Mid Year Check In - Meet with campus substitute managers

- * Substitute teacher performance
- * General feedback

Mid Year Check In - Meet with campus administration

- * Fill rates
- * Teacher absence data
- * General feedback

Review fill rates

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Mid Year Check In - Meet with campus substitute managers

* Substitute teacher performance

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Substitute Teacher Evaluation Instrument SAMPLE

Section 1: Instructional Delivery

1.1 Did the substitute teacher deliver instruction as outlined in the lesson plans?
(Scale: 1 = Not at All, 2 = Partially, 3 = Mostly, 4 = Completely)

1.2 How effectively did the substitute teacher engage students in learning activities?
(Scale: 1 = Not at All, 2 = Partially, 3 = Mostly, 4 = Completely)

1.3 Did the substitute teacher provide clear explanations and answer students' questions effectively?
(Scale: 1 = Not at All, 2 = Partially, 3 = Mostly, 4 = Completely)

Section 2: Classroom Management

2.1 How effectively did the substitute teacher manage classroom behavior?
(Scale: 1 = Not at All, 2 = Partially, 3 = Mostly, 4 = Completely)

2.2 Did the substitute teacher establish a positive and respectful classroom environment?
(Scale: 1 = Not at All, 2 = Partially, 3 = Mostly, 4 = Completely)

2.3 How effectively did the substitute teacher minimize disruptions and maintain instructional time?
(Scale: 1 = Not at All, 2 = Partially, 3 = Mostly, 4 = Completely)

Section 3: Communication and Interpersonal Skills

3.1 How effectively did the substitute teacher communicate with students, staff, and parents?
(Scale: 1 = Not at All, 2 = Partially, 3 = Mostly, 4 = Completely)

3.2 Did the substitute teacher demonstrate respect, empathy, and professionalism in interactions with students and staff?
(Scale: 1 = Not at All, 2 = Partially, 3 = Mostly, 4 = Completely)

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Mid Year Check In - Meet with campus substitute managers

* General feedback

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District Substitute Teacher Office General Feedback SAMPLE

Service Quality

1. How would you rate the overall quality of service provided by the district substitute teacher office?
2. How responsive is the district substitute teacher office to your needs and requests?
3. Have you experienced any issues with substitute teacher assignments or cancellations? If so, how were they resolved?

Communication

1. How would you describe the communication skills of the district substitute teacher office?
2. Are you kept informed about changes or updates to substitute teacher policies or procedures?
3. How easy is it to get in touch with the district substitute teacher office when you have questions or concerns?

Support for Campus Needs

1. How well does the district substitute teacher office understand and support the unique needs of your campus?
2. Are substitute teachers adequately prepared to support students with special needs or English language learners?
3. Are there sufficient substitute teachers available to cover all absences, particularly in high-need subjects like math or science?

Technology and Systems

1. How user-friendly is the substitute teacher management system used by the district?
2. Are there any technical issues or glitches that hinder your ability to request or manage substitute teachers?
3. Are there opportunities for training or support on the substitute teacher management system?

Professional Development and Support

1. Are substitute teachers provided with adequate training and support to ensure they are effective in the classroom?
2. Are there opportunities for substitute teachers to receive feedback or coaching on their performance?
3. How does the district substitute teacher office support the growth and development of substitute teachers?

Overall Satisfaction

1. On a scale of 1-5, how satisfied are you with the service/support provided by the district substitute teacher office?
2. What are some strengths and areas for improvement in the service/support provided by the district substitute teacher office?
3. Are there any additional resources or support that you would like to see the district substitute teacher office provide?

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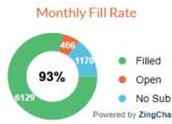
Staffing Goals

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

- Staffing Formula
 - What is recommended ratio?
 - # of teachers
 - 1:3-5 teachers
 - # of average daily absences
 - 3 times the number
- Other considerations
 - Preferred fill rate
 - Current data
 - usage rates = is 20% of your subpool doing 80% of your cover?
 - % of sub Ts work 1 day/week, etc.
 - What's your Teacher absence rate? 8-10% usually
 - Popular vs non-popular campuses

Monthly Summary

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



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Why are they out?

- Jury Duty: 2
- Leave>Other: 61
- Leave>Prof. Dev.: 239
- Personal Local: 111.5
- Personal State: 77.5
- State Sick Days: 52
- Vacancy: 57.5

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February Checklist

- Conduct interviews and make job offers (as needed)
- Onboard new hires (as needed)
- Ensure compliance with ACA requirements
- Conduct campus check ins
- Review fill rates


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Schedule

August 28, 2024 (Wednesday)	February 12, 2025 (Wednesday)
September 20, 2024 (Friday)	March 11, 2025 **
October 22, 2024 (Tuesday)	April 11, 2025 (Friday)
November 19, 2024 (Tuesday)	May 14, 2025 (Wednesday)
December 4, 2024 ** UPDATE	June SUBSOLUTIONS CONFERENCE
January 16, 2025 (Thursday)	July 17, 2025 (Thursday)

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STEDI SUPPORT

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

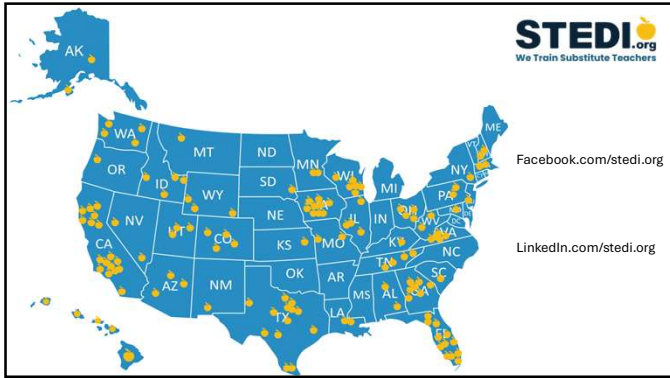
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<https://www.stedi.org/subsolutions/>

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