



For Administrators by **STEDI.org**

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## Welcome!

In the comments section below, please list three concerns that you have that you want addressed in this course. These concerns will be shared with everyone.

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## Goal of this Course

**To Increase Fill Rates and Reduce Complaints**

- Beginning with retention, then recruiting
- Strategies for your:
  - Existing pool
  - New substitute teachers

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# Aspects of Substitute Teaching

1. **Skill level of the Substitute Teacher**
2. **SubReadiness and SubFriendliness of a District or School**
3. **SubManagement - District Practices, Policies, and Procedures.**

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## Who's a teacher?

### **Substitute Teacher**

- Guest Teacher (what do you call your subs?)

**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!

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## Who's a teacher? (cont.)

### • **Un-certified**

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

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# What is training?

## Training

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

## Orientation (not training)

- How to use the automated phone system
- Don't touch the kids

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# What is a STEDI-Ready Sub?

- **Complete training**
- **Confident, true professional**
- **Receives ongoing training**
- **Guaranteed a job offer**
- **Contributing to a scholarship fund for students**
- **Sharing activities and lessons with others**

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# What is a STEDI-Ready District?

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

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# 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.**
  - *What is your pay?*
- **P.S. Don't raise pay (we'll talk about why later)**

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# SubManagement

- **Restructuring pay**
  - Full day/Half day
  - Hourly
  - Bonus Pay

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## How many Subs do you need?

- 3 subs for every absences?
- 1 sub for every 3-5 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 they work or they don't

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# How many Subs do you need?

## Depends

- Retired teachers
- Limiting to specific locations
- Geographic size of district
- Training
- Demand (Teacher Absenteeism)

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# Establish a Staffing Goal

## Set your preferred ratio

- 1 substitute / 3 teachers (or absences)
- 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

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# Identify incentives

- **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**
- *What are some of your incentives?*

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# Teacher Attendance

## Personal Leave

- Sick Leave
- Personal Days

## Professional Leave

- Staff Development
- Other

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# Teacher Attendance

**Building awareness of absences**

**Procedures and prizes**

**Plan for inevitable absences**

**Staff development calendar**

**Snow days**

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# SubTaskForce

- **Establish a SubTaskForce as soon as possible**
  - **You/SubOffice**
  - **Substitute Teacher**
  - **Permanent Teacher**
  - **Site administrator**
  - **Site office staff**
  - **Student representative**

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# SubTaskForce

- Meet quarterly
- How can the SubTaskForce help:
  - Substitute teachers
  - Permanent teachers
  - Administrators
  - Students
  - Improve student experience
  - Fill rates
  - Teacher Attendance
  - Reports
  - Pay (only once/year)

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# SubTaskForce

- Meet over lunch at different schools
- Not a gripe session
- Only those problems and solutions coming from the SubTaskForce will work in your district
- Don't tackle all problems at once

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# SubTaskForce

- Find those who want to be on the SubTaskForce by conducting surveys
  - Substitute teachers
  - Principals
  - Office personnel
  - Permanent teachers
- *Do you conduct surveys?*

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# SubManagement

- **Surveys**
- **Reports to principals**
- **How to purge your pool**
- **Conducting an orientation**

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# SubManagement

- Web Resources: **STEDI.org/administrators**
- **Training from STEDI.org**
  - SubManagers Newsletter
  - Videos

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# Now, Part II

- Recruiting

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# Recruiting

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

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## Myth 1

**The most effective method of attracting and keeping substitute teachers is to offer more money.**

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## Fact

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

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# 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 permanent classroom teacher. You will know how to follow the lesson plans left by that teacher. You will know how to maintain normal classroom routines and discipline procedures.

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## First Principle of Human Behavior

- **Behavior is largely a product of its immediate environment.**
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## Skill One

### Start the learning immediately

Invitation to learn or starter activity on the board before students arrive.



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## Myth 2

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

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## Fact

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

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## Myth 3

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

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# Fact

**Fact 3: School districts must be competitive with neighboring districts to attract and keep substitute teachers.**

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# Myth 4

**People become substitute teachers because they have short-term financial needs.**

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# Fact

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

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# Did you know?

Of the individuals in your SubPool:

- Over 80% want to continue working in your district

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## Understanding Approaches to Substitute “Shortage”

If asked, would you substitute teach?

Would you apply for the position you have advertised?

What would need to change to attract you to substitute teach?

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## In Your SubTaskForce Review Your Hiring Process

- Discuss how you hire substitute teachers in your district/organization
- Discuss what works well and what needs to be improved
- Total number of Subs you need in your pool
- Total number you need to hire this year (Your Goal!)

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# (1)-Skill Level of a Substitute

**Classroom Management**

**Teaching Strategies**

**Being Prepared and Professional**

**Working with Students with Special Needs**

**Legal and Educational Issues**

**The Appropriate Use of Fill-in Activities**

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## Training

**(Remember) 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 permanent classroom teacher. You will know how to follow the lesson plans left by that teacher. You will know how to maintain normal classroom routines and discipline procedures.

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## Wording for Website

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

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# Incentives for Training

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

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## Training

- Onsite - Live in workshops
- Online - On demand and at their convenience

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## Training

- Remember, Training is the number one trait of a successful substitute teaching program.
- Set expectations for the substitute teacher
- They need to know what is expected of them
- They rise to the standard!

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## (2)- Receiving Substitute Teachers/SubFriendly

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

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## Preparing to Receive Substitute Teachers

**In the comment section identify ways to prepare:**

- Students
- Faculty
- Staff
- Principals

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## 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

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# SubFriendly

In the comment section, identify ways to be SubFriendly

- Rewards?
- Motivators?
- Recognition?

1) District

2) Campus/Teacher

*Review others comments as well*

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# SubReady/SubFriendly

- Have your teachers view: **STEDI.org/SubReady/**
- Have your Subs enter the contest:  
**STEDI.org/Giveaway**
- Prepare for SubWeek - **STEDI.org/SubWeek**

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# Action Plan

**Set Training as an Expectation**

**Review SubManagement**

- SubManagers Newsletter
- Last-minute Subs to increase fill rates

**Review SubReady/SubFriendly**

- SubTaskforce

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# Action Plan

## Provide training

**Existing pool** - ongoing and throughout the year

**New substitute teacher** - prior to entering the classroom.

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# Action Plan

## In your workbook:

- Identify and write your top three action items
- Who you'll be working with back at your district
- When these items will be done
- Plan on following up with your district/organization partner (SubTaskForce) and report your progress
- Review your three concerns you identified as you started the course.

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# SubTaskForce

**Who is part of your Substitute Stakeholder Committee?**

**How did it get started?**

**How often do you meet?**

**What are some of the topics?**

**What were some of the results?**

**What would you advise others to get it started?**

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# Thank you for attending the Webinar

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