

February 21, 2023

Insights from the 2023 Substitute Management Symposium





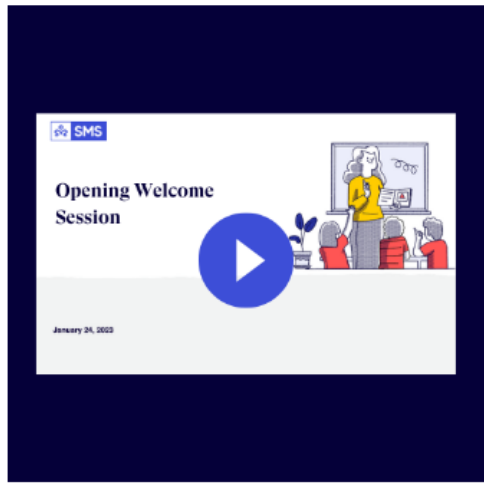
Learn. Connect. Get Inspired.

It's time for a new way of thinking about substitutes: how we hire, assess, compensate, engage, support, and ultimately retain them. The Substitute Management Symposium is a 1-day virtual event bringing together hundreds of K12 administrators, managers, and industry leaders to share insights around a more thoughtful and strategic approach to substitute management.



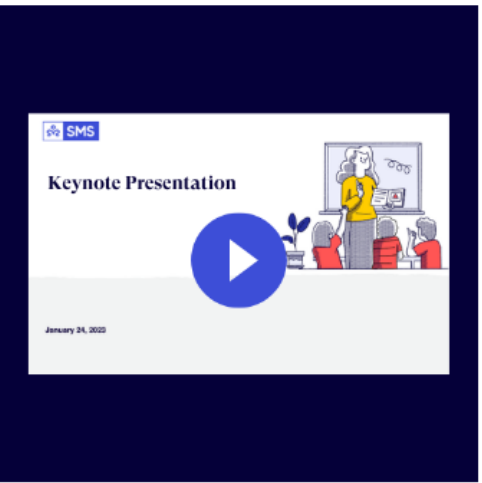
<https://www.redroverk12.com/2023-substitute-management-symposium-resources>

Session Recordings



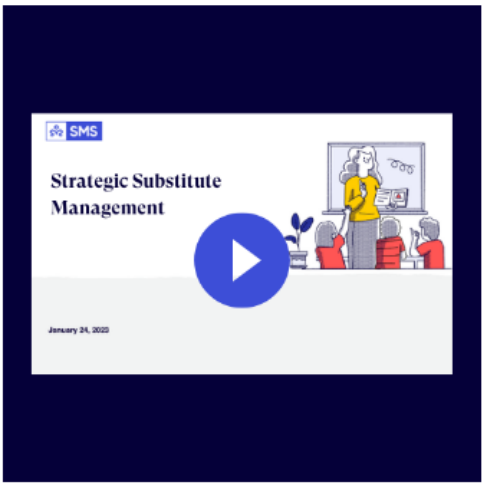
Opening Welcome Session

Watch Now



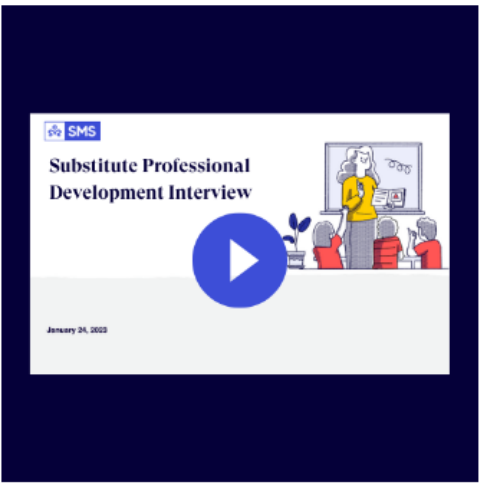
Keynote Presentation

Watch Now



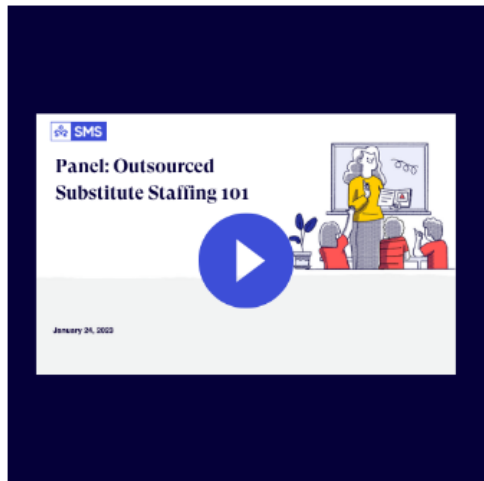
Strategic Substitute Management

Watch Now



Substitute Professional Development Interview

Watch Now



Panel: Outsourced Substitute Staffing 101

Watch Now



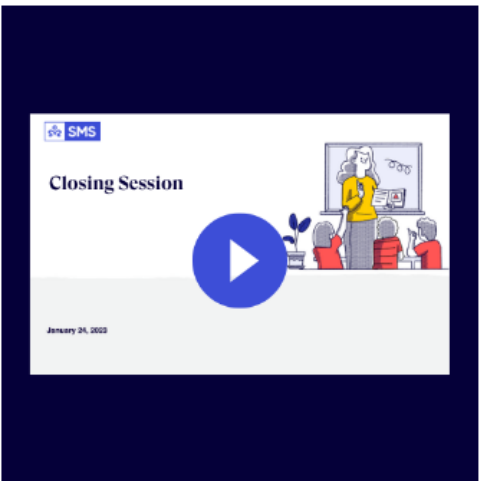
Building and Sustaining a Positive Substitute Employee Experience

Watch Now



Substitute Teacher Education & Preparation Program

Watch Now

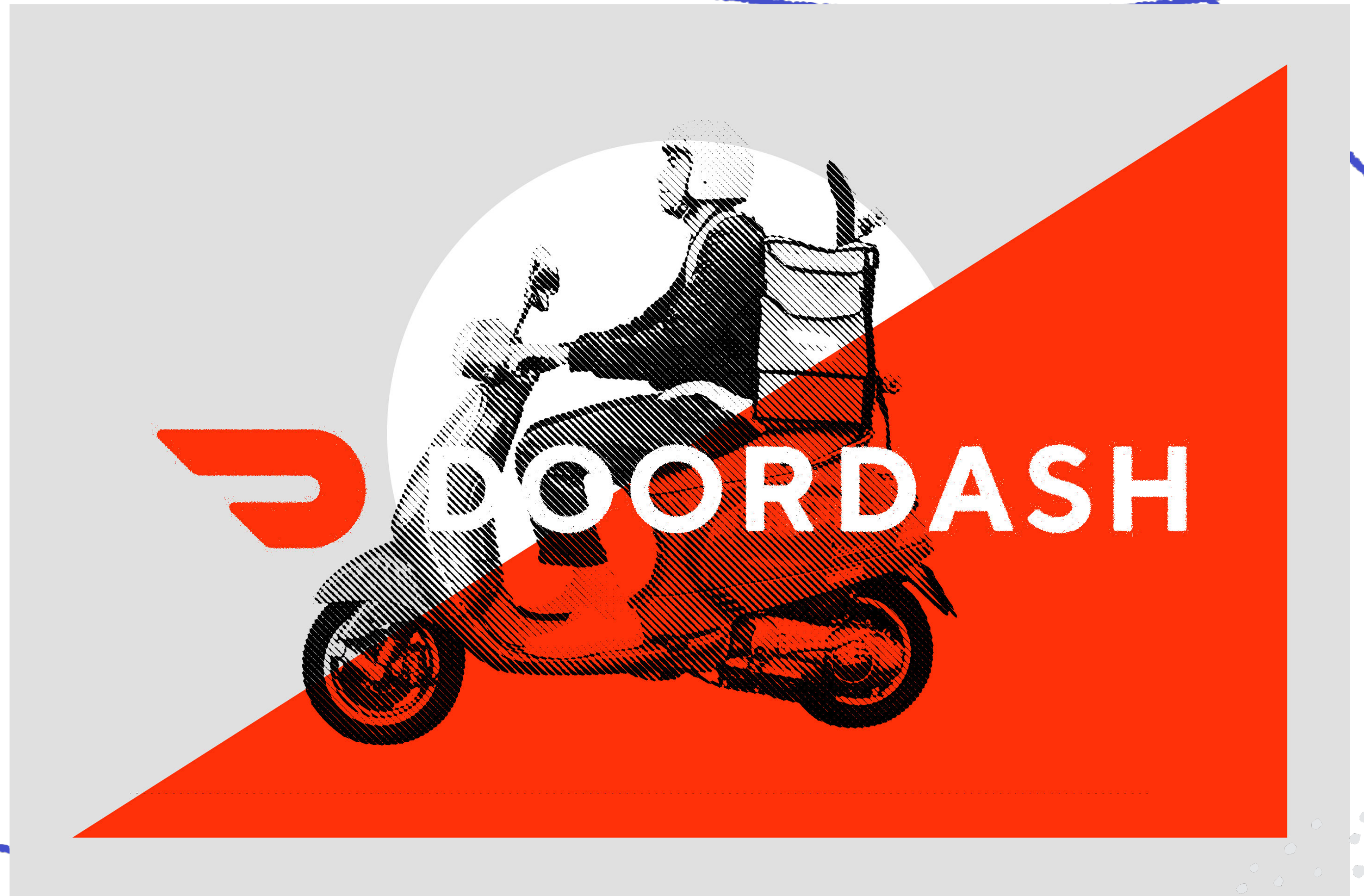


Closing Session

Watch Now

THE GRAND PRIZE!

**DoorDash
for the entire
month of
February!**



The 2023 Symposium Agenda

11:00 AM - 11:15 AM ET	Opening Welcome Session <i>Daniel O'Shaughnessey</i>
11:15 AM - 12:00 PM ET	Keynote Presentation <i>Jay Midwood</i>
12:00 PM - 12:45 PM ET	Strategic Substitute Management <i>Jim O'Halloran & Jessie Weiser</i>
12:45 PM - 1:15 PM ET	30 min break
1:15 PM - 1:45 PM ET	Substitute Professional Development Interview <i>Daniel O'Shaughnessey & Geoff Smith</i>
1:45 PM - 2:30 PM ET	Panel: Outsourced Substitute Staffing 101 <i>Rick Bayley, Jennifer Carosielli, Steve Gritzuk</i>
2:30 PM - 3:00 PM ET	Building and Sustaining a Positive Substitute Employee Experience <i>Renee Zoladz, Kim Sparkowski, Kim McDermott</i>
3:00 PM - 3:30 PM ET	Substitute Teacher Education & Preparation Program <i>Sean Petro</i>
3:30 PM - 3:45 PM ET	Closing Session <i>Daniel O'Shaughnessey & Kelly Coash-Johnson</i>

Jay Midwood

- Chief of Human Capital for the Central Falls School District in Central Falls, RI.
- Author, Storyteller, Influencer for systems change.
- 10+ Years at the national level at the Center for Secondary School Redesign as VP of Operations.
- Architect for the district's strategic framework, talent management and teacher pipeline initiatives.
- Lead procurement officer securing more than \$10M in grant funding in support of the district's strategic vision for learning and teaching.



Addressing an Adaptive Challenge:

From the Dance Floor to the Balcony



Substitute Management Symposium

Jay Midwood
Central Falls School District



*Change STARTS with YOUR Substitute Teachers:
Developing an Innovative Talent Pipeline*

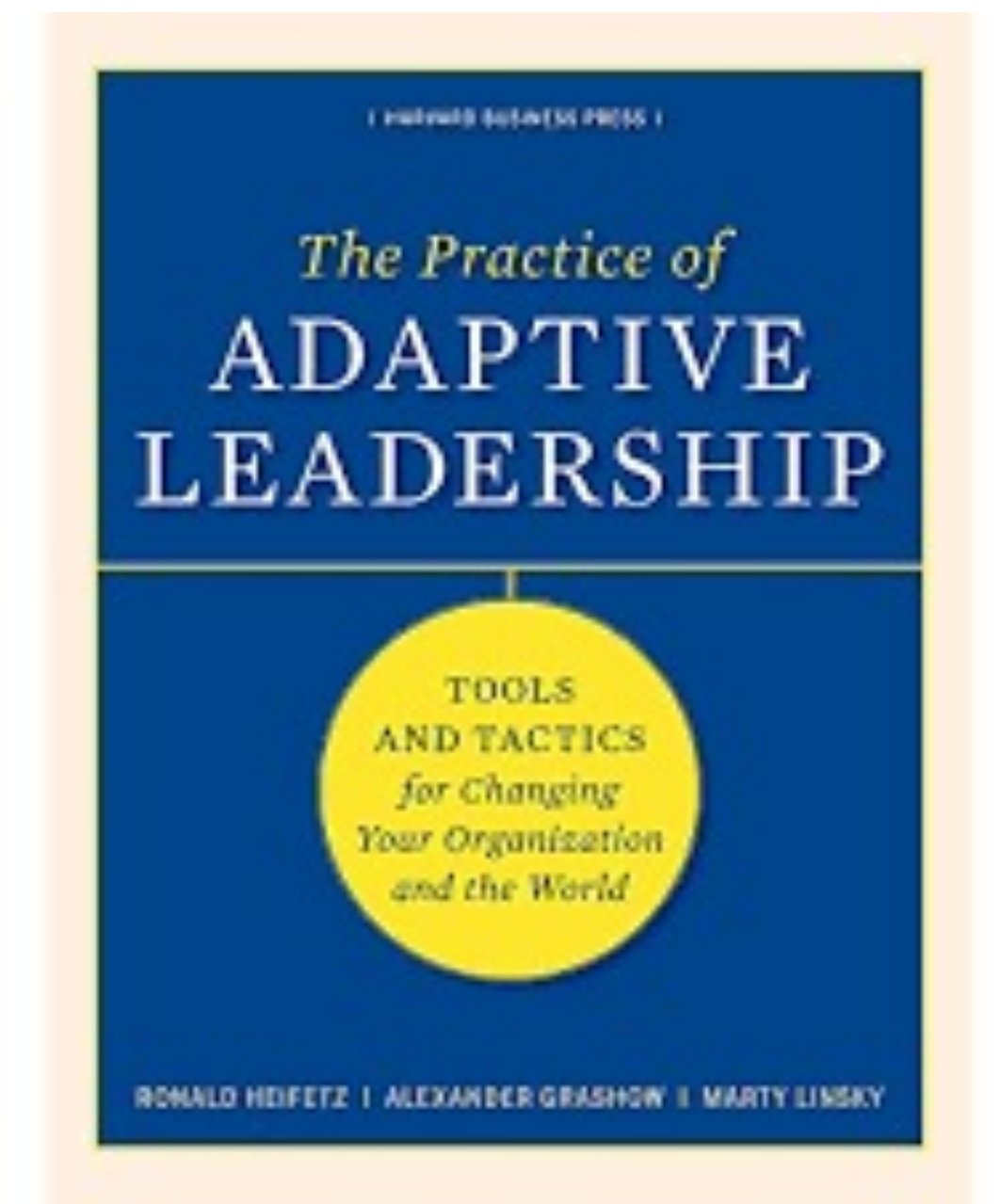
January 24, 2023




Addressing an Adaptive Challenge:

From the Dance Floor to the Balcony

When your car has problems, you go to a mechanic. Most of the time, the mechanic can fix the car. But if your car troubles stem from the way a family member drives, the problems are likely to recur. Treating the problems as purely technical ones ... masks the real issues.



Our Success:

- WE CHANGED BEHAVIOR!
 - WE CHANGED THE NARRATIVE – Internal and External
 - Over 50 Fellows moved into full time positions
 - More than doubled the number of Fellows in the district (from 15 to 32)
 - CFSD Talent pipeline and steppingstone programs created
 - 33% of cohort from CF
 - More than 60% of Fellows work after school programs/summer
 - Career pathways with EPPs/DOE
- 
- A decorative graphic in the top right corner featuring the word "GOAL" in large, bold, blue letters. Surrounding it are other words in various colors and fonts, including "WORK", "VICTORY", "GOAL", "SUCCESS", "POSITIVE", and "GROW". The words are arranged in a circular, cloud-like pattern.



Words of Wisdom:

- **GENERATE EXCITEMENT:** An innovative twist on the traditional role of the substitute teacher requires a lot of excitement! Remember to **empower the community** and applicants to use this career opportunity to self-explore, give back to the youth, and grow personally and professionally.
- **CAST A WIDE NET:** You will be amazed at how many stakeholders show interest in a program like this. Meaning, mastery, and community is a recipe for success that directly appeals to a variety of audiences. Be sure to **cast a wide net in your outreach**. Go to where the people are and capitalize on the environments they frequent.
- **PREPARE FOR A LOT OF QUESTIONS AND FEEDBACK:** All of us have experienced the traditional role of the substitute teacher, either as a student or as an educator/administrator. Implementing a teaching fellows program means turning the role on its head. You may not have all the answers, and that is ok, but be prepared to ease fears, validate passions, and clarify the process along the way!
- **STRONGLY EMPHASIZE THE “LONG GAME:”** Unlike the traditional role of the substitute teacher, a teaching fellows program allows you to combine short term needs with your long-term talent goals. **This is about investing in talent**. Applicants must understand how to navigate their own pathway for growth
- **ACCEPT AMBIGUITY:** Here is the thing with starting something new, you may not have all the answers at first. Program adjustments will happen organically over time. Be sure to create methods for feedback throughout the semester and adjust accordingly.

Impact of Substitute Shortages

1

Teachers cover for absent colleagues, get overloaded

2

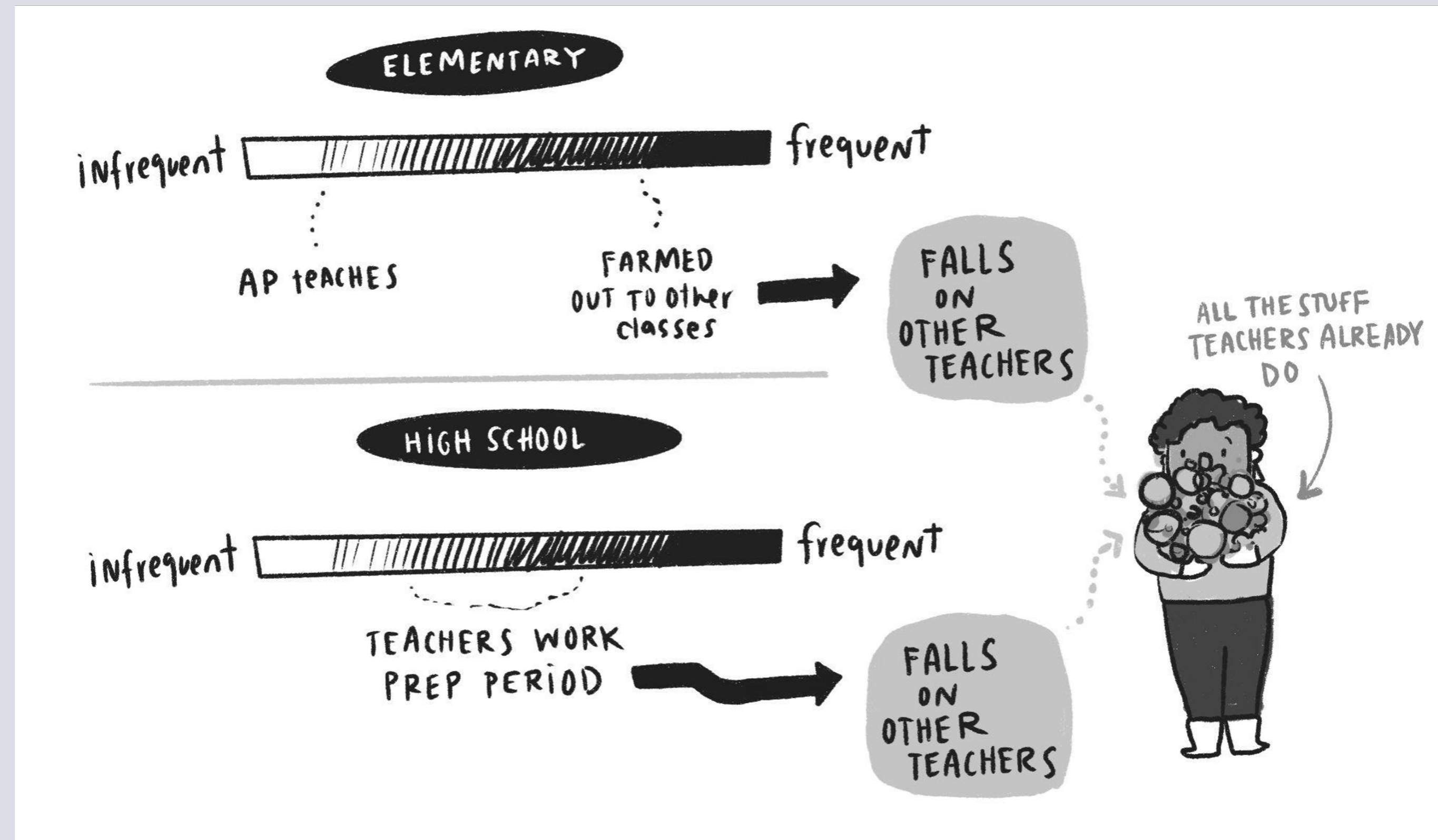
Principals, counselors and staff diverted from normal duties

3

Schools are temporarily closed

4

Student learning is jeopardized



Three Areas of Focus

1

**Professional
Development**

2

**School-Level
Practices**

3

**Intentional
Communication**

Shifting Focus

Reactive



Proactive

Transactional



Transformational

Isolated



Integrated

Recruiting



Retaining



Professional Development- Geoffrey Smith

- Geoffrey Smith founded the Substitute Teaching Institute at Utah State University in 1995, directing the institute until it spun off from the university in 2008. Mr. Smith is currently the President/CEO of the Substitute Teaching Division of STEDI.org.
- STEDI's mission is to: "Revolutionizing the role of substitute teaching into an opportunity for educational excellence."
- Mr. Smith is the executive producer of the online training courses offered by STEDI.org, including SubSkills Basic Online Training and SubWise eMentoring. Mr. Smith received both a Master Degree in Educational Economics and a Public Sector MBA degree from Utah State University.



Substitute Professional Development

- **Resources:**
- AASPA & state ASPA organizations
- Substantial Classrooms
- STEDI
- Substitute Management Symposium

Staffing Panelists



Rick Bayley



rbayley@edustaff.org

(484) 459-6152



Steve Gritzuk



sgritzuk@ess.com

(877) 983-2244



Jennifer Carosielli



carosjl@kellyservices.com

(763) 258-9017

Renee Zoladz, New Trier Township High School District 203

- Dr. Renee Zoladz currently serves staff at New Trier High School in Winnetka, Illinois as the Director of Human Resources. Prior to joining New Trier, Dr. Zoladz served as the Associate Superintendent for Instructional and Personnel Services in Grayslake High School District 127 and as the Assistant Superintendent in Arlington Heights School District 25. She also worked as an elementary principal and middle school assistant principal in Schaumburg District 54.



Substitute Orientation

- Substitute Handbook
- Payroll information
- School Calendar
- Substitute scheduling process
- ID badge
- Emergency/Crisis Procedures
- Board Policies – Technology
- Required Compliance Training – BBP/Ethics and Boundaries/Diabetes/Asthma

How do we want our substitutes to FEEL about subbing at our schools?





Sean Petro, Columbia County Schools

- Sean joined the Columbia County Human Resources Department in October 2016 as the Assistant Director. He transitioned to Human Resources from Grovetown High School, where he was an assistant principal for seven years. Previous to his stint as an assistant principal, he was a school counselor for six years. Sean began his career in education as a substitute teacher with the Columbia County School District. As a graduate of the Columbia County School District and a resident of Columbia County, he is dedicated to serving all community stakeholders in an effort to create the best educational organization possible.



GENERAL THINGS TO KNOW

Substitute Checklist

1. Dress professionally – no blue jeans
2. Arrive early
3. Check-in/Sign-in with front office or principal secretary
4. At check-in, ask these questions.
 - a. What do I do in case of emergency? Hit the panic button? Email someone?
 - b. Where is my room? Is it unlocked? If it locks behind me later in the day how do I get it unlocked again?
 - c. Does the teacher have any duties I need to cover?
 - d. Is a bell schedule available?
 - e. Are rosters available? Do I need to send the roll to the office or leave it for the teacher?
 - f. Will I need access to the computer? What is the login?
 - g. What is the process for beginning the day? Morning announcements? Pledge of Allegiance? Moment of silence?
 - h. What do I do if someone shows up late to my class?
 - i. What do I do if someone walks out of my class?
 - j. What is the process for lunch dismissal?
 - k. What is the process for afternoon dismissal?
 - l. Does the school have a bathroom policy?
 - m. Are students allowed to eat or drink in class?
 - n. What is the county's policy on cell phone and electronics?
5. Become familiar with your room and the building. Fire evacuation plan. Nearest exit.
6. Introduce yourself to the teacher across the hall or next door, and ask the teacher if there is anything you need to know about the teacher's classes or the school in general.
7. Do not go through the teacher's desk. Be prepared. Bring your own pen and pencil, sticky notes, index cards, paper or any other materials you may need.
8. Locate lesson plans for the day. If you are unable to locate any lesson plans go back to the teacher you just met to ask for help.
9. Follow the teacher's lesson plans. Each one of them.
10. Do not let students leave the room without a pass. Expect them to have a pass if they come to your class late.
11. Leave the completed work in a place where the teacher can easily locate it.
12. Leave the teacher notes for each class (if applicable).
13. Leave the classroom in the same state as you found it. Do not move chairs around. Do not leave trash on the floor.
14. Checkout with the main office.

Substitute Services

The Columbia County School District is dedicated to employing a substitute workforce capable of continuing the commitment to excellence and serving our students during times of employee absence.



Human Resources
Homepage

Career Opportunities

Application

Salary Schedules

Job Descriptions

Substitute Services

Prospective Educator

Staff

How to Become a Substitute Teacher/Paraprofessional and Minimum Requirements

- Email Sean Petro at sean.petro@ccboe.net to inform him you are interested in becoming a substitute teacher/paraprofessional. If you are a certified teacher, please attach a copy of your certificate to the email of interest.
- Candidate must possess at least a high school diploma or GED.
- Evidence of being at least 21 years of age.
- Must consent to a background check.
- Complete an application for employment [HERE](#).
- Completion of the STEDI SubSkills Training Course (\$39.95 fee) with a composite passing score of 85%. STEDI Sub Diploma MUST be uploaded to your application. If you have a valid current or expired teaching certificate, you are EXEMPT from taking the online Substitute Training Course; however, you MUST upload a copy of your valid current or expired teaching certificate to your application.
 - Click www.stedi.org and choose "SHOP" at the top of the screen.
 - Select your SubSkills training option, and Add to Cart. (The Columbia County School District requires a "Sub Diploma" with a passing score of 85% from Basic Option A or Basic Option B.)
 - Proceed to Checkout.
 - Please contact info@sted.org with any questions or issues you may have regarding the course or registration.

GOOGLE ORIENTATION REGISTRATION FORM



Columbia County School District Substitute Orientation

When (Date): Thursday, December 10, 2020

When (Time): 10:00 a.m. - 12:00 p.m.

Where: Columbia County Board of Education Building
Human Resources Department
4781 Hereford Farm Road
Evans, GA 30809

You will receive an email on December 3, 2020 with more information about the substitute orientation.

Thank you for your interest in joining our organization.

*** Required**

Your Last Name as it appears on your Social Security Card. *

Your answer

Your First Name as it appears on your Social Security Card. *

Your answer

Your Middle Initial as it appears on your Social Security Card. *

Your answer

Kelly Coash-Johnson

- Executive Director for the American Association of School Personnel Administrators (AASPA)
- Human Capital Leaders in Education Certification Program (pHCLE)
- National Speaker on k12 human resources best practices
- Nebraska Cornhusker



Professional Development Points (PDP's)



Granted: Up to 4

Resources

Wednesday, March 22nd at 1:00 PM ET

Join us for a deep dive on all the new features that we've recently added to Red Rover.

<https://www.redroverk12.com/huddle>



Huddle



Thank you!