



**Building Strong
Sub Programs
For 2021-2022**

Our Time Together

1. Framework *Design-Recruit-Retain*
2. Build for 2021-22 *Ideas and Examples*
3. Try It On *What could you build this year?*
4. Resources *Templates, tools and examples*

INTRODUCTION

NICE TO MEET YOU!

SUBSTITUTE
TEACHING →



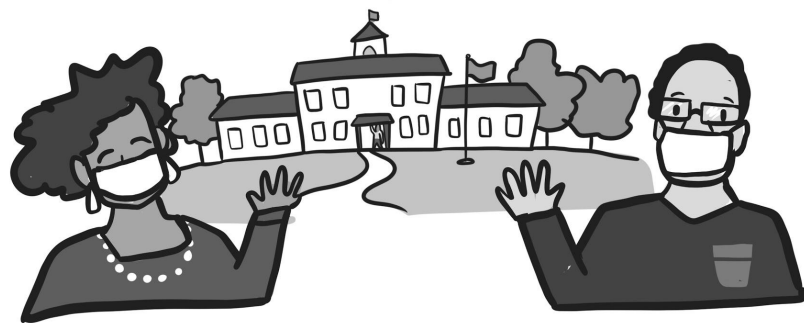
THERE'S
ROOM
FOR
HOPE



 Substantial

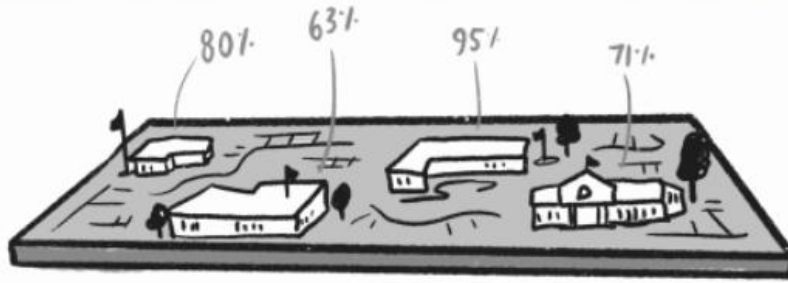
Substantial is a national **nonprofit** on a mission to unlock the potential of substitute teaching.

SUBS ARE
ESSENTIAL



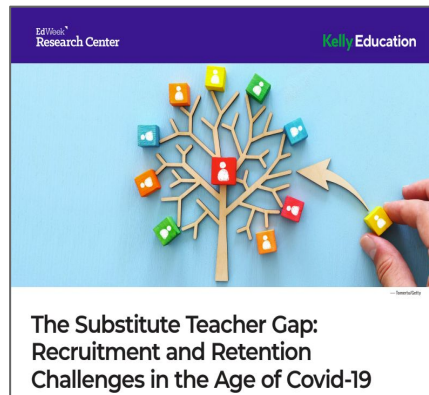
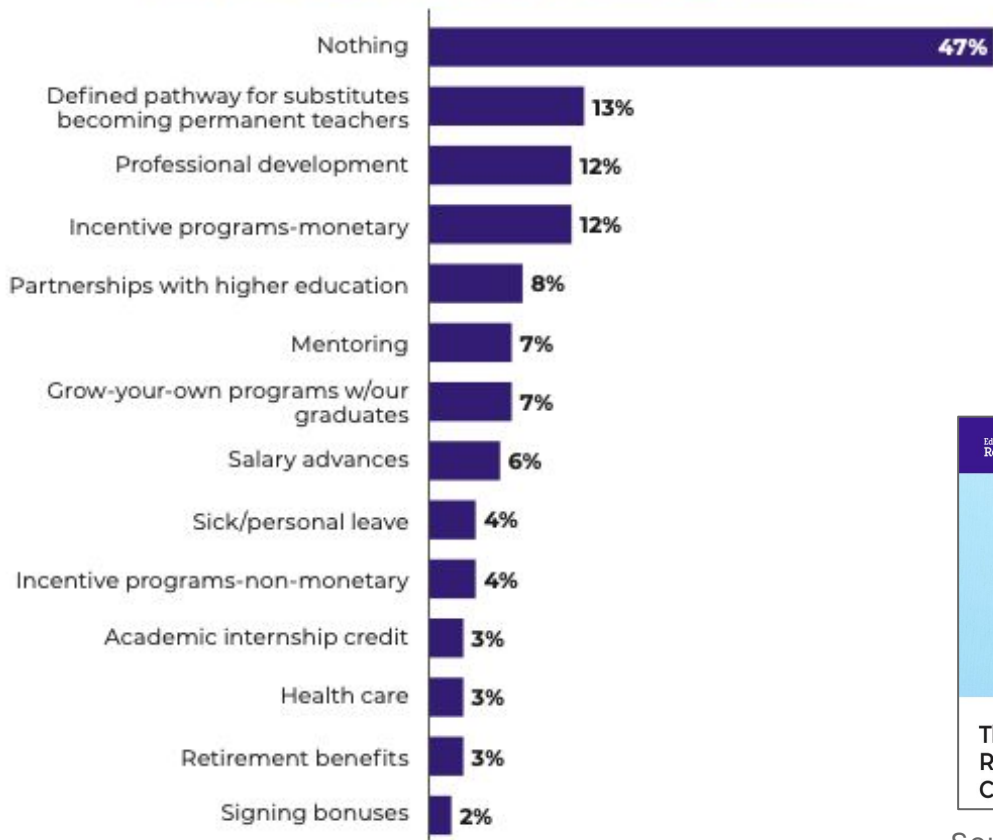
We need subs **now** more than ever.

THE IMPACT OF UNEVEN COVERAGE



“Honestly, it’s one of the most stressful things in my life” - Elementary Principal

Which of the following approaches does your district or school use to recruit and retain substitutes?

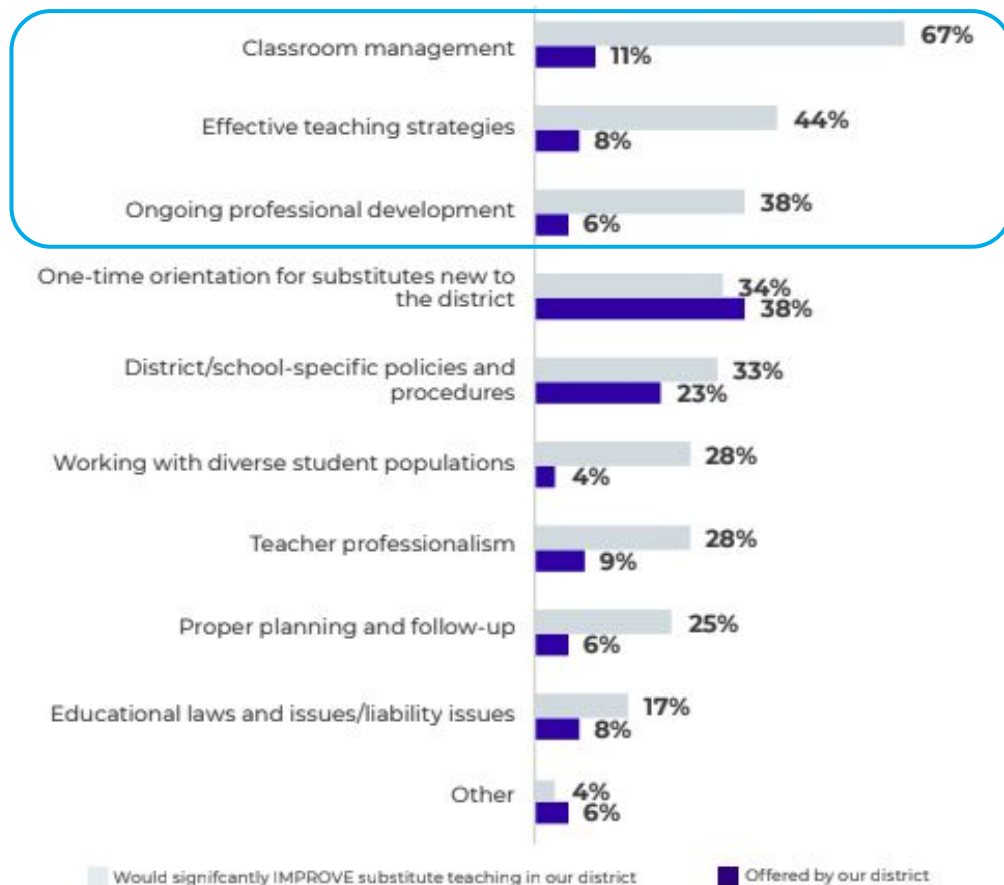


Source: EdWeek Research Center

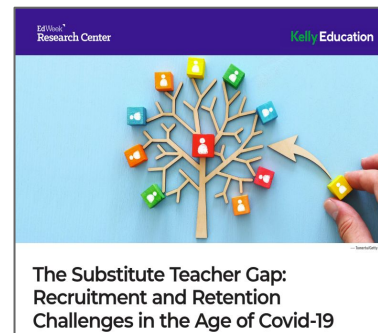
Chat Response:

What other strategies are you doing in your district?

Professional development: What's offered versus what administrators and school board members say should be offered



44% of districts offer subs no training or PD



Source: EdWeek Research Center

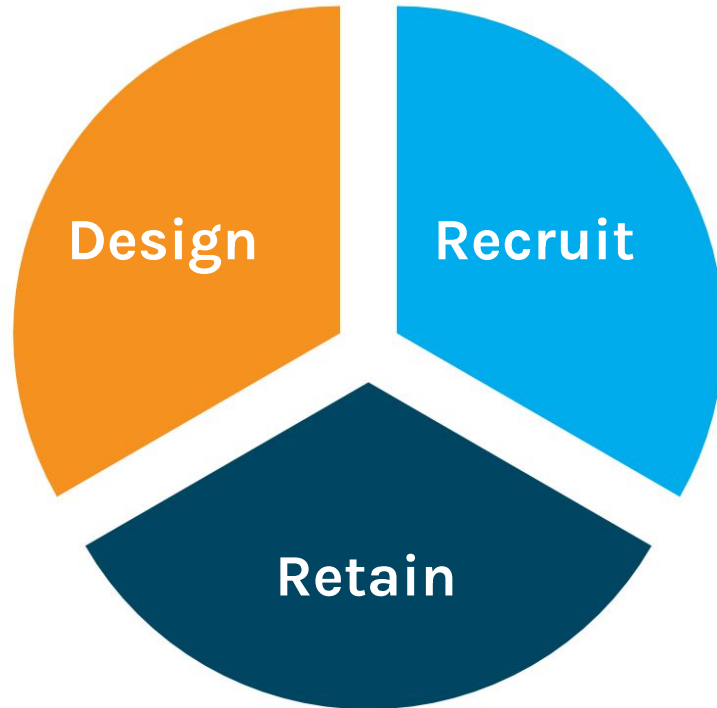
A thick, solid blue diagonal stripe runs from the top-left corner towards the bottom-right corner, separating the white background on the left from the blue background on the right.

Framework

Overarching Question

How do we make substitute
teaching a job that is
desirable and **sustainable**?

Build Your Pool **Framework**



Driving Questions

Design

- ▶ **What is this job?** (or perhaps, jobs) *Pay, work location, hours, duties, how it fits into our district, equity across schools*

Recruit

- ▶ **How can I find people to do this job?**
Marketing, application process, onboarding

Retain

- ▶ **How do I keep people in this job?** *Satisfaction, sustainability, skills development, connection*

How We Spend Our Time Today



Focus on **Balance**



To build a healthy pool, balance your time and energy between all three key areas.

Now is the time to design for next year.

A blue diagonal stripe runs from the top-left corner towards the bottom-right corner, separating the white background on the left from the solid blue background on the right.

Design
for 2021

Thinking About **Pay Increases**

Strong (and needed) trend nationally

Things to think about:

- ▶ Local labor market alignment
- ▶ Invest in full-time roles

Smaller investments if can't do across the board pay increases: appreciation & service recognition gifts, "team" gear, supportive PD, mentoring, coffee hours

Full-Time **School-Based** Subs



- ▶ Relationships = Better day for everyone
- ▶ Can provide tutoring or small group support when there is no absence
- ▶ Build into “flexible staffing” models for the fall

Example: Fellowship



WARRIOR TEACHING FELLOW

2019-2020 School Year

Central Falls School District
Central Falls, Rhode Island

POSITION DESCRIPTION:

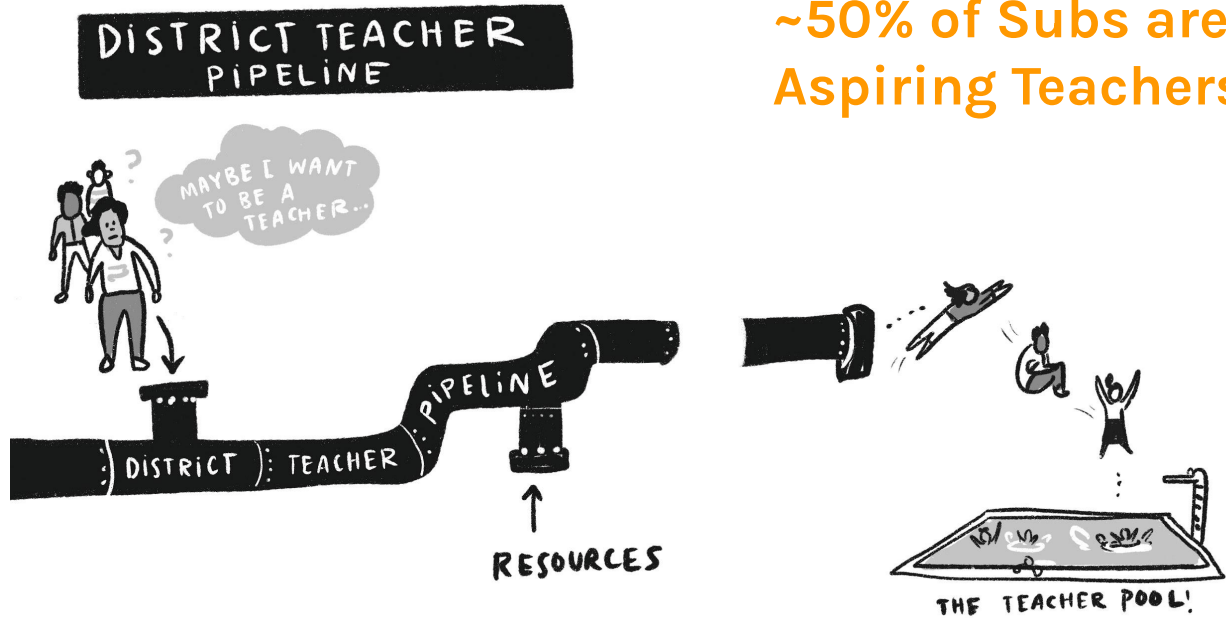
The Central Falls School District encourages applications from qualified and interested candidates in working as part of this 10-month residency program (beginning in late August and ending the last day of the school year in June) with the District. Selected individuals will serve as a "Warrior Teaching Fellow" as part of the District's highly successful Warrior Teaching Fellows Program. The Fellowship will require passionate leaders in urban education to serve as instructional learning facilitators and student-centered teaching advocates in all six Central Falls schools while at the same time helping to bridge the gap between English language development, academic proficiency and the social-emotional support our students and families need in their schools and community.

Fellows commit to one year of paid service to collaborate with administrators, teachers, and staff in providing a variety of academic and growth mindset supports in and out of the classroom. The Fellows will be responsible for developing, facilitating and implementing various best practice strategies and concepts focused on one or more of the following: Student-Centered Learning and Teaching, Enrichment, Social-Emotional Development, and Community Responsiveness. During the school day, Fellows will serve as either classroom instructional substitutes or restorative support in their assigned school cultivating strong personalized relationships with students and their colleagues. Outside of school time, Fellows are highly encouraged to be involved in many of the after-school programs and activities. Fellows accepted into the program will have the opportunity to personally and professionally develop skills by participating in numerous District-wide professional development experiences in the areas of personalized learning, English language development, restorative practices, community responsiveness, Social-emotional learning and student agency.

Results: From shortage to abundance, now highly competitive selection process and primary teacher pipeline for the region.

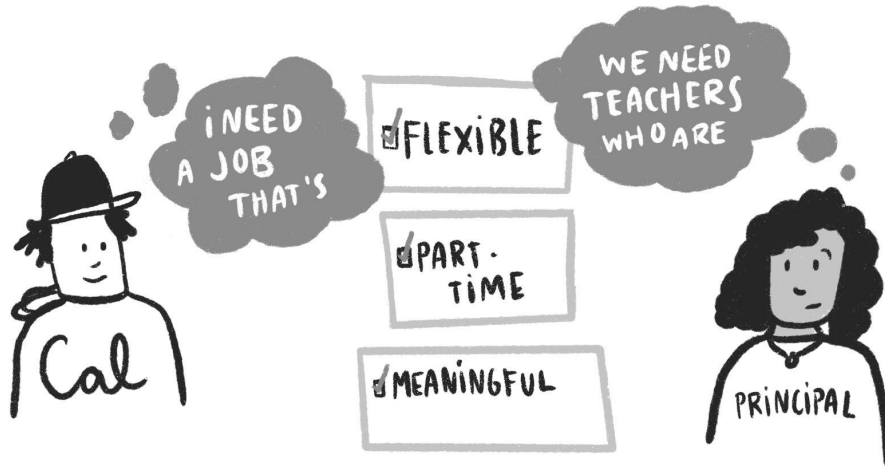
In their first year they had 85 applicants for 15 slots.

Connect to Your Pipeline



**~50% of Subs are
Aspiring Teachers**

Example: College Students



Results: Monmouth University now encourages undergrad education majors to substitute teach - viewing it as a learning opportunity for future teachers - a boost to local districts.

Retain
for 2021

Long-Term Sub Set Up

Revisit your **practices and culture** around long-term subs.

A few best practices:

- ▶ HR / Principal meeting (see template)
- ▶ Paid pre-assignment planning time
- ▶ Clarity on curriculum and grading expectations
- ▶ Introduction to families
- ▶ Include in teacher PD opportunities

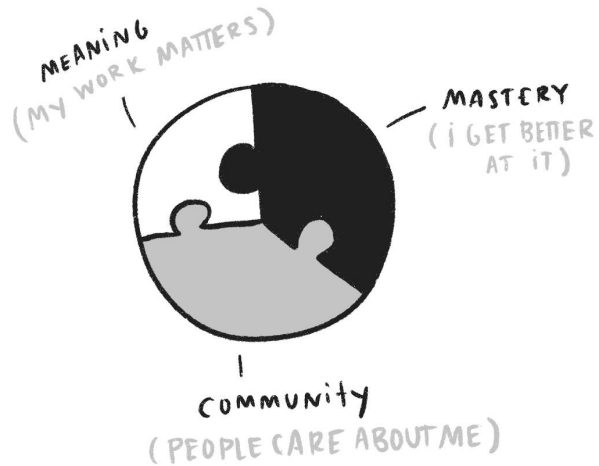
Create Connections



Subs often feel isolated. Focus on building connection in two ways:

- ▶ With schools
- ▶ With each other

Invest in **Quality PD**



Ditch the idea of one time “training” and invest in true PD that helps subs build their practice.



Be sure it is designed for the unique role of substitute teachers.

The background is a solid blue color, divided by a diagonal line that runs from the top-left corner towards the bottom-right. The area to the left of this line is white, and the area to the right is blue. The text is positioned in the white area.

Recruit
for 2021

Design & Retention Strategies

Fuel Recruitment

Sub Recruitment Self-Assessment

Looking to increase your recruitment activities to attract more substitute teachers? First, use this self-assessment to make sure that your basic systems are solid.


Give yourself a score from 1-4 on each element:

- 1 = area of serious weakness, likely to impair your ability to recruit
- 4 = area of strength, something to highlight in your recruitment materials

Use your scores to decide where you should focus before you recruit. Pay attention to areas of serious weakness, and areas where you could easily move from adequacy to strength.

Pay. Baseline, you need to know. If your pay is competitive. If not, find other ways to distinguish yourself (e.g. extra PD, career development, better support, etc.)		
Our pay rate is competitive (within 10%) with surrounding districts.		
Our pay rate is competitive with jobs with similar education requirements. (Tip: Research starting hourly rates for 3 local competitors: retail, food service, etc.)		
The out-of-pocket costs to become a sub (permit, transcripts, TB test, background check, required training, etc.) are comparable to surrounding districts.		
Ease of Application. Next, make sure your application process is clear and easy to understand. It should convey the professionalism you hope to see in the classroom.		
It's easy to find sub information on our website and the directions to apply are clear. (Tip: it can be hard to see what's missing or unclear, ask a friend to be a "secret shopper" and give you an honest assessment)		
The process of completing our application is easy and streamlined.		
The questions on our application are relevant to substitute teaching.		
Onboarding Experience. Finally, make sure you have a tight onboarding process so that you don't waste effort recruiting people only to have them drop out during onboarding.		
We are able to onboard new substitute teachers within 2 weeks.		
Our onboarding process is easy to navigate. (Tip: ask 2-3 recent hires for feedback; make a flowchart of the process and who is responsible for each step)		
We offer new sub training in the following categories (score each):		
1. Admin Processes - How the assignment system works, payroll, etc.		
2. Safety / Compliance Training		
3. Doing the job - Classroom management, instruction, sub role in the school, duties as a short-term, long-term and special ed sub, etc.		
We actively support new substitute teachers in their first few assignments to improve early retention. (Examples: match subs to first assignments, check-ins, mentors, recognition for early milestones e.g. completing 10 days of service)		

SubSchool and SubPlans are powered by Substantial Classrooms
www.substare@classrooms.org



But first....make sure your recruitment systems are solid.

- ▶ Reduce Out of Pocket Expense
- ▶ Sub-Specific Application
- ▶ Regular Communication

Recruitment Best Practices


- ▶ **School Community:** Flyers, PTA blurb, community org partnerships.
 - ▷ **Next Level:** School tours
- ▶ **Retired Teachers:** Build into exit interview, keep active in ERP
 - ▷ **Next Level:** Make them “mentors,” connect to low coverage schools
- ▶ **College / University:** Build relationships with faculty, recruit on campus
 - ▷ **Next Level:** Pair with training or embed in course

Story-Based Recruitment



Help people to **envision themselves** as substitute teachers by sharing real stories from current subs.

Example: **Community Workshop**



Becoming a Substitute Teacher – Alameda County
*Free Public Service Workshop
Piedmont Unified Adult School
January 28, 2017 9AM – 3PM*

Do you have a B.A. and want to make a difference for kids in your community? Looking for a flexible job? There's a shortage of substitute teachers, and you can help!

This workshop will help you feel confident stepping into the classroom and navigate getting your official permit.

Curious about your permit eligibility ahead of time?
Set up a time to talk: <https://calendly.com/substantial>

Presented by:
Substantial
www.substantialclassrooms.org

Register Online
www.piedmontadulthoodschool.org

Results: Session sold-out, 30 mostly recent retirees.

Let's
Try It!

Four Step Activity

1. Pick Your Muse
2. Quick Write
3. Group Discussion
4. Small Steps

1. Pick Your **Inspiration**

Dawn

*Personal trainer
seeking stability*

- ▶ Mom of two elementary kids
- ▶ Wants to feel like she is progressing in her career

Maria

*College senior,
education major*

- ▶ First generation college student
- ▶ Needs to work
- ▶ Wants to become a teacher

Mike

*Retired teacher,
looking to stay active*

- ▶ Likes to travel and spend time with grandkids
- ▶ Wants to feel connected to his old school

2. Quick Write - 3 minutes



Write your **muse name** at the top then divide your paper in three areas:

1. **Design** What are they looking for? How would you structure their job?
2. **Recruit** How would you reach them?
3. **Retain** What PD and support would they need?

3. **Group Discussion**

Directions

1. Join the breakout room for your muse
2. Share:
 - a. What came up as you thought about what would be attractive to your muse?
 - b. Did you have any “a-ha’s” around program design?

Action Step

CHIME IN!

"HACK"

n. a small, scrappy experiment
that enables quick learning
& requires very little expense or risk.



WE'RE
QUICK!

What's a small thing you could do to advance or test your idea? **Please share in chat.**

The background features a large, solid blue shape that is a parallelogram-like form, tilted to the right. It occupies the right two-thirds of the page. The left third of the page is white. The word "Resources" is printed in a grey, sans-serif font in the lower-left area of the white section.

Resources

Examples & Templates

- ▶ Journey of an Idea Case Study
- ▶ Long-Term Sub Assignment Template
- ▶ Recruitment Readiness
Self-Assessment
- ▶ Full-Time Sub Design Considerations &
Warriors Fellowship Job Description
- ▶ Empowering College Students as Subs

SUBSTITUTE TEACHERS

EDUCATION'S ULTIMATE
MAKE-IT-HAPPEN PEOPLE



Thank you!

amanda@substantialclassrooms.org

meagan_steiner@iu13.org

Substantialclassrooms.org