

Improving Substitute Teaching Through a District's SubTaskForce

INTRODUCTION

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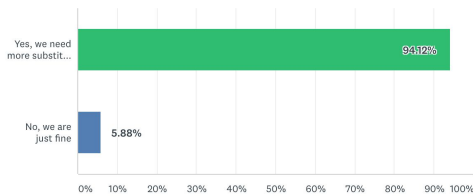
Successful Substitute Teaching

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



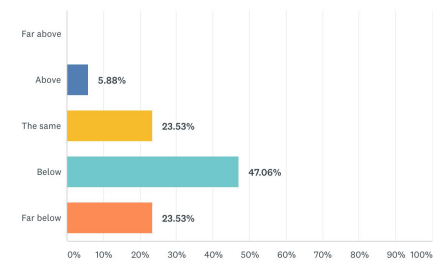
Survey - SubManagers

Are you hiring substitute teachers?



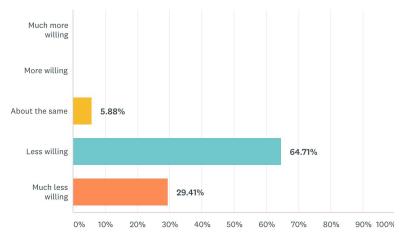
Survey - SubManagers

Compare the size of your SubPool to last year:



Survey - SubManagers

Are the substitute teachers in your SubPool more willing or less willing to work than last year?



The other day Kelley was talking with a Sub Manager...



Quick Question:

Does your district have a SubTaskForce or a Substitute Committee?

Use the Chat feature to share with all.

SubTaskForce™

Sub-Task-Force

SubCommittee

Committee to discuss substitute teaching issues

District-wide

SubTaskForce™

Members may include:

SubOffice personnel: SubCaller, SubManager
Teachers (from your best/worst schools)
Substitute, Principal, Student
Staff development

Send out a request to see who may want to be on SubTaskForce

Quick Question:

Who should be on your SubTaskForce?

Use the Chat feature to share with all.

School District Example

Patricia Lutz
Fort Bend ISD, TX



SubTaskForce™

- Enables the SubOffice to make and/or recommend changes
- Helps to improve Fill Rates
- Helps to improve learning of students
- Discusses:
 - SubOffice Issues
 - Permanent Teachers' Concerns
 - Substitute Teachers' Concerns
 - Principals' Concerns
 - Coordinates with Staff Development

Quick Question:

What concerns would you like the SubTaskForce to address?

Use the Chat feature to share with all.

SubTaskForce™ (cont.)

- Meet over lunch at different schools/locations - or via Zoom!
- Not a gripe session
- Only problems and solutions identified by SubTaskForce will work for your district
- Don't tackle all problems at once - prioritize
- Have fun!

Quick Question:

When could your SubTaskForce meet?

Use the Chat feature to share with all.

SubTaskForce™ (cont.)

- **Topics to Begin Discussing**
 - Hiring/Screening/Interviewing/Onboarding Processes
 - Fill-rate Reports
 - COVID-19 Safety
 - Positions Required/Needed for Substitutes
 - Classroom & Secretary Visits
 - Progressive Discipline Processes
 - Substitute Recognition
 - Welcome Back Substitute Teacher Event
 - Salary (only once/year) and Workers Compensation Issues
 - Share New Ideas

SubTaskForce™ (cont.)

- **Establish Expectations**
 - **Minimum objectives**
 - Is it worth it?
 - **SubTaskForce members**
 - Be selective
 - Feel comfortable sharing
 - Must commit

Questions

What questions do you have?

Summary

Purpose of creating a SubTaskForce - Review

SubTaskForce™ - Getting Started

- **Create SubTaskForce**
 - Principals, Staff Development, HR, Substitute Teacher, Permanent Teacher, School Staff, SubOffice, and Students
- **Getting Started**
 - Understand the Purpose
 - Get Buy-in from the District
 - Create a Diverse Committee
 - Set a date and GO!
- **Committee Meetings**
 - Anticipate monthly for 1st Year
 - What works best

Join us next month on March 11, 2021 for another great AASPA Webinar:

Skills Training Qualifies Substitute Teachers to be Successful

Research shows there are certain tools and skills needed so substitute teachers can help continue the learning process in each classroom. These skills train them to focus on what matters most: the student. Proper training is the key to success!

STEDI offers training courses, both online and in-person, that produce qualified substitute teachers. Implementing an effective training program can be easy if set up correctly. We'll explain how!

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THANK YOU!