

Best Practices in Substitute Management



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Your Presenter



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Agenda

-
- Issues Impacting K-12 Education
 - Substitute Shortage
 - Substitute Engagement Model
 - Case Study-Clarksville Montgomery County School System



Issues in K-12 Education

- Teacher and Substitute Shortages
- Changing landscape of Every Student Succeeds Act
- Increased focus on student performance
- Limited funding and budget constraints
- Increased litigation and cost due to non-compliance
- Challenges with making evidence based decisions due to lack of integrated data



Substitute Shortage...

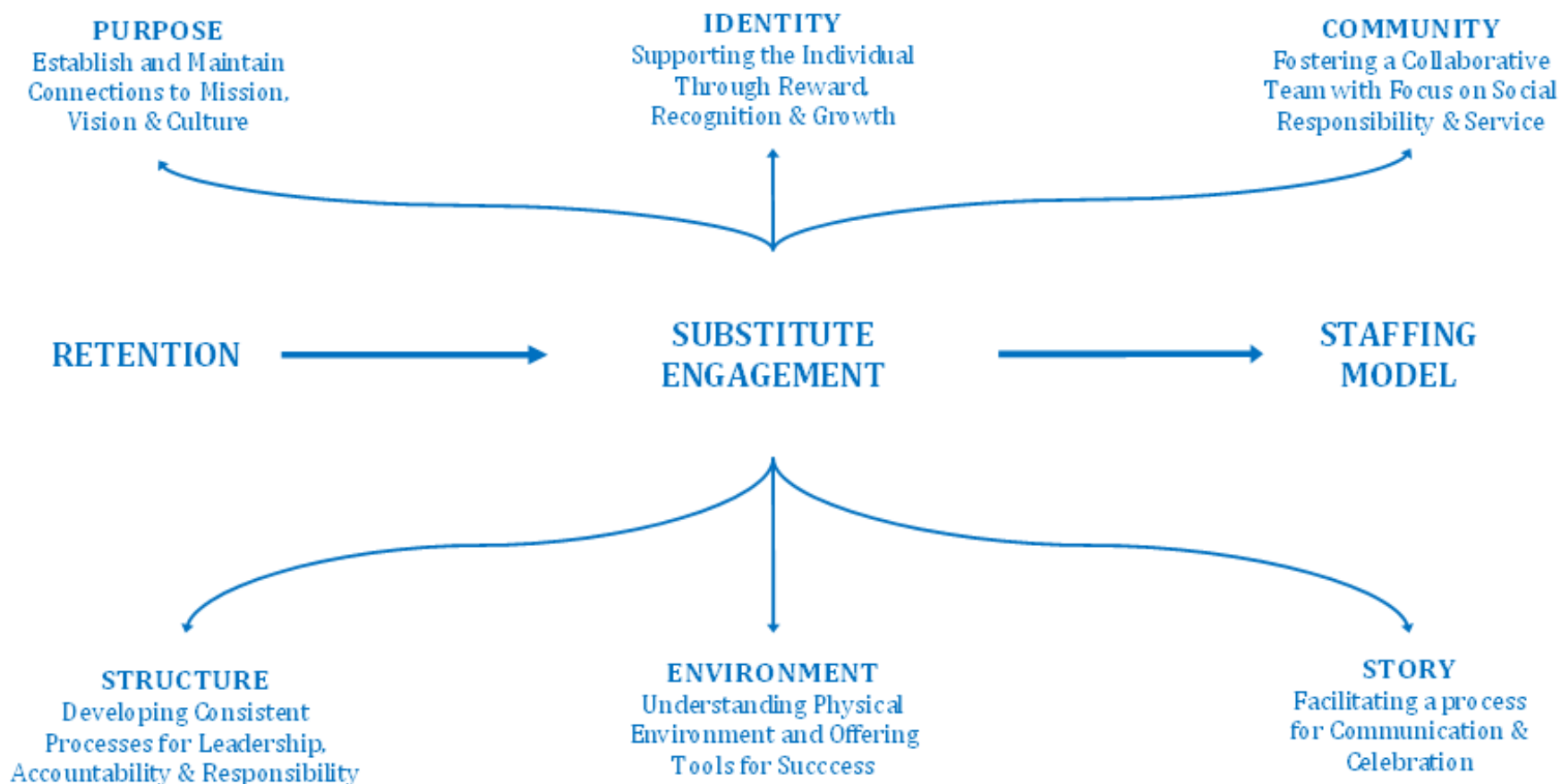
- What are the benefits of uninterrupted instruction...
...and the COST of interrupted instruction?
- Is there really a shortage?
- How do you define the role of Substitute in YOUR district?
- What would happen if you shifted focus to the improving the profession of Substitute Teaching?

Make Substitute Teaching a Job Worth Choosing!



The Substitute Teaching Profession

Designing a Retention-Based Staffing Model Through Focus on Substitute Engagement





Clarksville-Montgomery County School System

- 8th Largest district in TN
- 39 Schools
- 33,600 Students
- 4,757 Employees

(2015/16 School Year)



CMCSS Identified Opportunities for Improvement

- Value of integrating systems
- Focus on Substitute Quality based on CMCSS goals
- Train and Develop Substitutes to be Educators
- Use accountability to drive engagement and improve metrics
- Incentivize Substitutes to be successful



Integrated Systems Provided Foundation for Program Improvements

- Development of policies and procedures
- Modified Substitute calendar to ensure ACA compliance
- Use of automation as incentives for top performers
- Improved instructional impact through Teacher/Substitute communications
- Substitute embracing role of educator through training



Staff Were Proactively Notified and Trained

- Communication on high absence days
- Internal coverage plans rolled out
- School staff trained
- Substitute expectations and information available



Implemented Substitute Pay Tiers

- Teaching experience
- Placement duration for long-term certification
- Specified criteria met annually
- Transfer rights after meeting set criteria



Substitute Program Incentives

- Quality Points
- Mentor Program
- Job fairs and trainings
- Emergency and Preferred Zones



Creating the identity



Creating the Culture



Any Questions?

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