

Fill It Like a Boss!

How to Increase Fill Rates Even on the Worst Days



January 30, 2024

Strategic Plan

1.1.3.

Increase the number of qualified substitute teachers by 20% compared to the previous school year and enhance their abilities through targeted professional development, resulting in improved coverage and instructional quality in classrooms when regular teachers are absent.



Strategic Plan Monitoring

[LINK](#)

CISD Strategic Plan 2023-2024 Monitoring

Goal 1: Transform Teaching and Learning

1.1. Enhance the educator talent pipeline and cultivate strong leadership to facilitate effective classroom instruction that drives student academic progress.		July	Aug	Sept	Oct	Nov	Dec	Jan
<input type="checkbox"/> M. Blanchard metric 36 to 44 total by end of year, but department goal is 90-100 active subs PIA request for subs in area districts, send email with information on CISD sub opportunities	1.1.3. Increase the number of qualified substitute teachers by 20% compared to the previous school year and enhance their abilities through targeted professional development, resulting in improved coverage and instructional quality in classrooms when regular teachers are absent.	Shared Plan with Lookfors at ALT Retreat Sub Administrator, Coordinator, Backups at each campus attended refresher training on July 26, 2023 Goal is to screen 10 applicants and process qualified apps each week	Principals/CALs completed Sub Coordination update to include SMART goals for their campus TA department Increased number of substitutes trained/attended new staff orientation from 36 to 46	TA department Increased number of substitutes trained/attended new staff orientation from 46 to 53, as of 9/14/23	TA Department increased number of substitutes trained/attended new staff orientation from 53 to 60, as of 10/31/23	Publish TLI tiered training opportunities for 23/24 substitutes Increased number of substitutes trained/attended new staff orientation from 60 to 66, as of 11/30/23	Increased number of substitutes trained/attended new staff orientation from 66 to 68, as of 12/22/23	Increase number of substitutes trained/attended new staff orientation from 68 to 78, as of 1/31/24

Today's Agenda

1

Setting Up Your Substitute for Success

2

Quick Tips for immediate implementation

3

Q&A

Setting Up Substitutes for Success

Setting Up Your Substitute Plan

Who is on your Team

- Not a One Person Show!
- Everyone Knows the Plan
- Open and Empowered All Ideas and Solutions
- Fill in the GAPS to Ensure Coverage
- Tracking Daily Substitutes



Setting Up Substitutes for Success



Setting Up Your Systems

- 1st Day Orientation - Keys/ID badge
- Greeting/Introductions/Escorts
- Daily Folder
 - Rosters
 - Daily Coverage Print OUT
 - [Emergency Drill Sheet](#)
 - Campus Maps
 - [Campus Expectations](#)
- Sub Folders
 - Lesson Plans/Notes/LMS
 - Seating Charts

Quick Tips and Implementation

Daily Sub Tracker

- Emailed out daily
- Teacher awareness and support
- Everyone Knows where the Subs are

Pre-Scheduled Absences

- Athletics, Arts, Extracurricular, etc.
 - Coaches secures their Subs
- Appointments (Medical or other)
- Substitute Banquet



Quick Tips and Implementation



Rattle Snake Moments

- Designated Substitutes
- Last minute Call ins
- Teacher Mid-Day Emergencies
- ALWAYS Allow Partial Coverage

Substitute Appreciation

- Frequent Check Ins
- Substitute Cart
 - Snacks, water, etc.
- Substitute Appreciation Day
- Substitute Banquet

Questions & Answers



Thank you!