

SUBSTITUTE TEACHER INPUT SESSION REPORT OUT



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Purpose

In order to maintain a positive focus, we sought to gather feedback on the following two questions:

1. What are our expectations for maintaining a safe and positive learning environment when the full-time teacher is not present?
2. What can we put in place to achieve the answers to the first question as it relates to recruitment, selection, retention, and preparation of substitutes?

Stakeholder Input Committee

- 10 members representing:
 - Parents
 - Teachers
 - Principals
 - Elementary
 - Middle
 - High school

State Requirements

- N.J.S.A. 18A:6-7.1 - Criminal history
- N.J.A.C. 6A:9-6.5 - Substitute Credential Requirements
 - Substitute Certificate (60 Credits):
 - No more than 20 days in same position in one school (up to 40 if approved by county superintendent)
 - NJDOE Certificates of Eligibility:
 - 60 days in same position as authorized by their certificate
 - 20 days in same position in areas outside the scope of their certificate (up to 40 if approved by county superintendent)
 - NJDOE Standard:
 - 40 days in same position in areas outside the scope of their certificate

Q1: Expectations for safe and positive learning environment

- All substitute teachers should be:
 - Qualified: based upon a review of their credentials and feedback from teachers/principals
 - Effective & Efficient: able to read and follow instructions and lesson plans provided by the teacher in order to ensure that learning continues to take place with an attention to all details
 - Able to Communicate: to be understood by and understand students and staff
 - Engaging: actively work with students to ensure that the class activity provided by the teacher is carried out and guidance / support is provided

Q1: Expectations for safe and positive learning environment

- All substitute teachers should be:
 - Respectful: treat students and staff with respect and model positive behaviors at all times
 - Aware of Safety Protocols: including all procedures for ensuring the safety and security of students while in their care
 - Placed Appropriately: in consideration of content, program, and grade levels that meet their comfort, skills, and abilities

Q2: Improvements in recruitment, selection, preparation, and retention

- Recruitment:
 - Increase efforts to attract local substitutes and Wayne residents who are familiar with our community
 - Outreach to colleges and universities to increase pool of qualified applicants
 - Promote substitute job opportunities at local community events and job fairs

Q2: Improvements in recruitment, selection, preparation, and retention

- Selection:
 - Include school administration in the selection process
 - Maximize use of application and interview process to screen candidates
 - Through the interview process focus on expectations including: Experience, comfort level with students in various grades and settings, and effective communication

Q2: Improvements in recruitment, selection, preparation, and retention

- Preparation:
 - Provide Training and Resources
 - Safety procedures and drills reference
 - Information regarding main points of contact
 - Class-specific data identifying student rosters, needs and accommodations, seating charts, etc.
 - Guides for use of technology and equipment
 - Set clear expectations of performance and behaviors
 - Provide feedback via a checklist of work/activity completed by the substitute

Q2: Improvements in recruitment, selection, preparation, and retention

- Retention:
 - Provide on-going support and training
 - Continuously monitor and collect feedback on substitute performance
 - Utilize available technology and resources to identify preferences and exclusions according to need and feedback
 - Clearly identify substitutes through the use of ID badges issued by the school

Next Steps

- Recruit: Advertisements will be posted and applications will be accepted on-line
- Select: Throughout the summer we will work with administrators to screen and interview all candidates
- Prepare: Prior to the start of work in September, each substitute will be required to attend a district training session
- Monitor: As we continue to recruit, select, and prepare new substitutes, we will also continuously monitor our program and make adjustments on-going