



Substitute Teacher

Challenges, Data Review, Recommendation

Prepared by: Dr. Troy Sosnovik for the April 2018 Education Committee



Agenda

- Review Methacton demographics and PDE certification trends
- Examine Montgomery county and Methacton fill and pay rates trends
- Recommend three actions to be taken to mitigate substitute shortage
 1. Adjust substitute rates for both per diem and long-term substitutes
 2. Increase the number of district substitutes
 3. Implement Guest Teacher program



Methacton Teachers*

Classroom Teacher Breakdown:

Building	Count
High School	109
Arcola	62
Skyview Upper Elem.	57
Arrowhead, Eagleville, Woodland, Worcester	130
Total	358

* These are professional employees who require a substitute when they are absent

Source: Methacton Employee Records as of March 29, 2018



Available Leaves to Methacton Teachers

Annual leave allocation

- Personal Days: 1,790 (358 Teachers * 5 Personal Days)
- Sick Days: 3,580 (358 Teachers * 10 Sick Days)

*Minimum Potential Times a Substitute is Required Annually: **5,370***

Other types of leave available to members

- Childrearing
- Adoption
- Disability (uses sick)
- Sabbatical – Medical / Professional development
- Bereavement Leave
- Family Medical leave
- District professional leave



How Substitutes are Assigned: STS

Substitute Teacher Services Inc. (STS)

- STS is the largest employer and provider of substitute teachers and paraprofessionals in Pennsylvania
- STS currently supplies personnel to over 60 school districts throughout the state

Methacton has utilized the services of STS since 1994

Fulfillment Process for Per Diem Substitutes

- An individual that wants to substitute signs-up with STS
- STS interviews, verifies eligibility, and completes background checks
- STS then requests Methacton's approval to add the individual to our sub list
- The substitute utilizes Aesop to review and accept available jobs at Methacton

Note: Long-Term Substitutes (LTS) go through an additional interview process at Methacton



PA Teacher Certificates and Permits

Instruction I Certificate	12-13	14-15	15-16	16-17	3 Year Differential	Differential Since 12-13
In-State Issued	16,361	8,751	8,271	4,412	-50%	-73%
Out-of-State Issued	2,229	1,329	1,402	992	-25%	-55%

- There has been a steady decline in the number individuals becoming certified teachers and PDE suggests this trend will continue
- The reduction of available certified teachers is **the number one reason for the state-wide substitute shortage**

Source: Pennsylvania Department of Education - Bureau of School Leadership and Teacher Quality - March 2018



Substitute Count

of Unique Certified Substitutes

District	15-16	16-17	17-18 (through 01/18)	Differential 16-17 from 15-16
Colonial	197	173	123	-12%
Hatboro	193	169	120	-12%
Jenkintown	46	34	26	-26%
Lower Moreland	137	110	75	-20%
Methacton	204	185	138	-9%
Perk Valley	178	171	107	-4%
Pottstown	89	70	48	-21%
Spring Ford	229	210	171	-8%
Upper Dublin	175	147	100	-16%
Upper Merion	131	110	91	-16%
Upper Moreland	115	93	74	-19%
Wissahickon	177	137	105	-23%

- This represents the number of unique individuals that substitute for a district, per diem or LTS
- Consistent with the drop in new certified teachers, there has been a decline across the county of unique substitutes available to district

Source: Substitute Teacher Services – March 2018



Montgomery County Fill Rate

Certified Long-term and Per Diem Substitutes

	15-16		16-17		17-18 (through 1/31/18)	
District	# of Sub Jobs Needed	% Filled	# of Sub Jobs Needed	% Filled	# of Sub Jobs Needed	% Filled
Colonial	5128	93.1%	4338	86.9%	2044	86.6%
Hatboro	10581	88.2%	10260	88.4%	4918	77.2%
Jenkintown	560	75.2%	1257	86.4%	301	67.8%
Lower Moreland	4079	93.0%	3729	96.5%	2158	87.0%
Methacton	8225	92.7%	7620	86.9%	4180	90.0%
Perk Valley	4692	76.5%	5231	86.0%	2346	74.7%
Pottstown	3881	74.9%	3914	68.5%	1795	58.8%
Spring Ford	11648	91.8%	10033	88.9%	5373	92.0%
Upper Dublin	4743	78.2%	5017	81.0%	2334	74.2%
Upper Merion	4968	81.4%	5378	75.3%	2870	77.8%
Upper Moreland	3759	90.1%	4099	81.0%	1836	80.7%
Wissahickon	5037	87.3%	5325	90.4%	2768	76.6%

Source: Substitute Teacher Services – March 2018



Methacton Fill Rate – By Type

	15-16		16-17		17-18 (through 1/31/18)	
Substitute Type	# of Sub Jobs Needed	% Filled	# of Sub Jobs Needed	% Filled	# of Sub Jobs Needed	% Filled
Per Diem	4479	95.0%	5131	80.6%	2540	83.5%
Long-Term	3746	89.8%	2489	99.9%	1640	100.0%
Total	8225	92.7%	7620	86.9%	4180	90.0%

Per Diem Substitute - Daily substitute

- Can substitute in any assignment regardless of certification
- No more than 20 consecutive days in the same assignment outside their area of certification

Long Term Substitute (LTS)

- 45+ consecutive days in the same assignment
- Must be subject certified for the assignment

Source: Substitute Teacher Services – February 2018



Methacton Substitute Rates – 17/18

Pier Diem Rate

- Non-retiree
 - 1-25 aggregate days: **\$95/day**; 26+ aggregate days: **\$105/day**
- Retiree
 - 1-25 aggregate days: **\$100/day**; 26+ aggregate days: **\$110/day**

Long Term Substitute Rate

- 45+ consecutive days in the same assignment: **\$210.53/day**
- Base on a \$40,000 salary

District Cost to STS for Rates Above

Non-retiree

- \$125.40/day (\$95)
- \$138.60/day (\$105)
- \$258.95/day (\$210.53)

MSD Retiree

- \$132.00/day (\$100)
- \$145.20/day (\$110)



Per Diem – Montgomery Comparison

District	Per Diem
North Penn	1-24 Days: \$120; 25+ Days: \$140
Colonial	1-29 Days: \$120; 30+ Days: \$130
Norristown	1-39 Days: \$115; 40+ Days: \$125
Souderton	1-10 Days: \$115; 10+ step 1 of salary schedule
Wissahickon	1-20 Days: \$115; 21+ Days: \$120
Spring Ford Area	1-20 Days: \$110; 21-40 Days: \$120; 41-50 Days: \$135; 51+ Days \$150
Pottstown	1-35 Days: \$105; 36+ Days \$115
Perk. Valley	1-20 Days: \$100; 21+ Days: \$110
Methacton	1-25 Days: \$95; 26+ Days: \$105
Tier: 1-20 Days	Average: \$110 per day; Range \$95 - \$120 per day

Source: Substitute Teacher Services and District HR Directors – March 2018



Substitute Adjustment Recommendation

Pier Diem Rate Recommendation:

	1-20 days	21-40 days	41-50 days	50+ days
Non-Retiree	\$115/day	\$125/day	\$135/day	\$150/day
Retiree	\$150/day			

Longevity Incentive: If you worked 50+ days as a per diem substitute the prior school year, we will start your rate at the highest tier the next school year.

Long Term Substitute Rate:

- Base the daily LTS rate on Bachelor Step 1 of the MEA salary matrix for that given year
- 2018-2019 LTS daily rate: **\$249.54/day** based on \$47,413 annual salary

Approx. Cost Increase Based on 3-Year Average of Per Diem and LTS: \$294,000



District Substitute

What is a District Substitute?

- A substitute that has agreed to be on call daily and assigned to a job that morning
 - Early morning leaves the most difficult to fill
- Paid at the per diem rate using rates as described
- Must be willing to work K-12
- Benefit to substitute:
 - Predictability of assignment
 - District handles daily assigning

Number of District Substitutes 17-18: 4

Recommendation:

Increase the total District Substitute to 7

District	Unfilled Jobs	Avg. Jobs Unfilled Daily
September 2017	19	1
October 2017	99	5
November 2017	94	5
December 2017	116	7
January 2018	89	5
February 2018	126	7
March 2018	75	4
Total	618	5

Source: MSD AESOP – March 2018



Guest Teacher Program

What is a Guest Teacher?

- The Pennsylvania Department of Education (PDE) has an emergency permit, Type 06, that qualifies a person for service as a day-to-day substitute teacher

Restrictions per PDE Certification and Staffing Policy Guidelines

- The permit is only good for the school year that it is issued, but can be renewed each year
- Guest Teachers may work an unlimited number of days without penalty
 - Except they may not work more than 20 days consecutive days in a single assignment
- A school entity must first look to someone who is properly certified, second to someone certified but working outside of their certification, and third to Guest teachers that are certified through this process

Source: Substitute Teacher Services – March 2018



Guest Teacher Program - Qualifications

Must have a bachelor's degree

Complete a PDE approved training program

- An 8 hour online training exclusive to STS and Lancaster-Lebanon IU13
- Training Covers
 - Introduction to Substitute Teaching
 - Communication, Collaboration and Professional Ethics
 - Effective Classroom and Behavior Management
 - Effective Instruction for all Learners
 - Introduction to Special Education
 - Classroom Safety

Must obtain clearances

- Act 34 - PA Criminal Background
- Act 151 - PA Child Abuse
- Act 168 – Sexual Misconduct / Abuse Disclosure release
- FBI Background Clearance

Source: Substitute Teacher Services – March 2018



Montgomery County Guest Teacher Impact

2017-18 school year through 01/31/2018

District	# of Sub Jobs Needed	% Filled w/o GT	# of Jobs Filled w/ GT	% Filled w/ GT	Differential
Hatboro	4918	77.2%	344	84.2%	7.0%
Jenkintown	301	67.8%	6	69.8%	2.0%
Perk Valley	2346	74.7%	171	82.0%	7.3%
Pottstown	1795	58.8%	495	86.4%	27.6%
Upper Dublin	2334	74.2%	325	88.1%	13.9%
Upper Moreland	1836	80.7%	93	85.7%	5.0%
Wissahickon	2768	76.6%	443	92.6%	16.0%

Source: Substitute Teacher Services – March 2018



Guest Teacher Recommendation

Recommendation: Implement a Guest Teacher program for the 2018-2019 school year

In addition to the required Guest Teacher Program, Methacton would also require:

Onboarding session – Half day

- Introduce district - facilities, layout, key staff
- Discuss expectations, policies, procedures
- Introduce needed technology etc.

Teacher shadowing – 1 day

- Guest Teacher would shadow a classroom teacher in one of our buildings

Guest Teacher Substitute Rate:

1-20 days	21-40 days	41-50 days	50+ days
\$115/day	\$125/day	\$135/day	\$150/day



In Summary

- Recommend the per diem and LTS rates be increased to the rates as described
- Recommend increasing the District Substitute pool from 4 to 7 individuals
- Recommend a Guest Teacher program be initiated and start in the 18-19 school year



Thank You
