



HR QUARTERLY UPDATES

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UPDATES

- ✓ Substitute Progress Update
- ✓ Sub office Comparison
- ✓ HR Metrics
- ✓ HR Recommendations

SUBSTITUTE PROGRESS UPDATES

- ✓ Small working group will continue to meet periodically in person to discuss project
- ✓ New Sub steering committee will gather and send surveys and questionnaires for ground level input.
- ✓ Guest Teacher is posted – 19 apps, HR working to screen for minimums (certified)
- ✓ Substitute Teacher posted
- ✓ HR emailed 825 subs and received 150 responses
- ✓ HR office space is ready for temps, hope to have them in by 10/1

SUBSTITUTE PROGRESS UPDATES

- ✓ Finalizing information for FAQs posted by end of September
- ✓ Set schedule for orientations
 - ✓ Three schedules in place for orientation times with options for weekends, weekdays, and times of day.
 - ✓ Sub office has reserved rooms at several locations
 - ✓ Plan for 15-20 substitutes at each session

COMPARISON OF SUBSTITUTE STAFFING IN SURROUNDING DISTRICTS

Districts	Who Coordinates Staffing	# of Subs	Benefits	# of Schools
Catalina Foothills	ESI + 1 Sub Coordinator	95	ESI	8
Phoenix	ESI +1 Sub Specialist/HR tech	250	ESI	14
Rio Rico	ESI +1 HR specialist	42-50	ESI	14
Nogales	In-house +1 HR specialist	67	Only Retired Teachers	10
Mesa	ESI + 2 HR Supervisor HR Assistant	1000	ESI	86
Sunnyside	Express Subs + 1 Sub Coordinator	120	Express	19
Sahuarita	Smart Schools Plus + 1 Sub Coordinator	250	District, if eligible	10
Amphi	In-House + .5 Sub Coordinator	200	District, if eligible	20
Marana	In- House + 1 Sub Coordinator	250	District, if eligible	16

SUB RATES SURROUNDING SCHOOL DISTRICTS

Nogales

- At NUSD, They have 9 Long Term Substitutes (LTS). They pay LTS an hourly rate of \$20 per hour. A LTS is one who works for twenty (20) consecutive days in the same teaching assignment. They do have more than one level of sub pay; they pay Emergency substitutes \$12.50/hour; Standard substitutes \$13.75/hour; Certificated Subs (retired) \$15.00/hour; and LTS \$20/hour.

Catalina Foothills

- CFSD pays \$85/day and \$95/day on Fridays and for special ed coverage. Their long-term rates kick in at day 16 (\$95/day) and then at day 31 (\$110/day). The sub has to be in the same assignment for consecutive days to qualify for the long-term rates.

Sunnyside

- SUSD they pay... Regular Sub = \$85/After 21 non-consecutive days as a regular sub = \$100/Long Term Sub 1 - 19 days = \$100/Long Term Sub 20+ days = \$125

Amphi

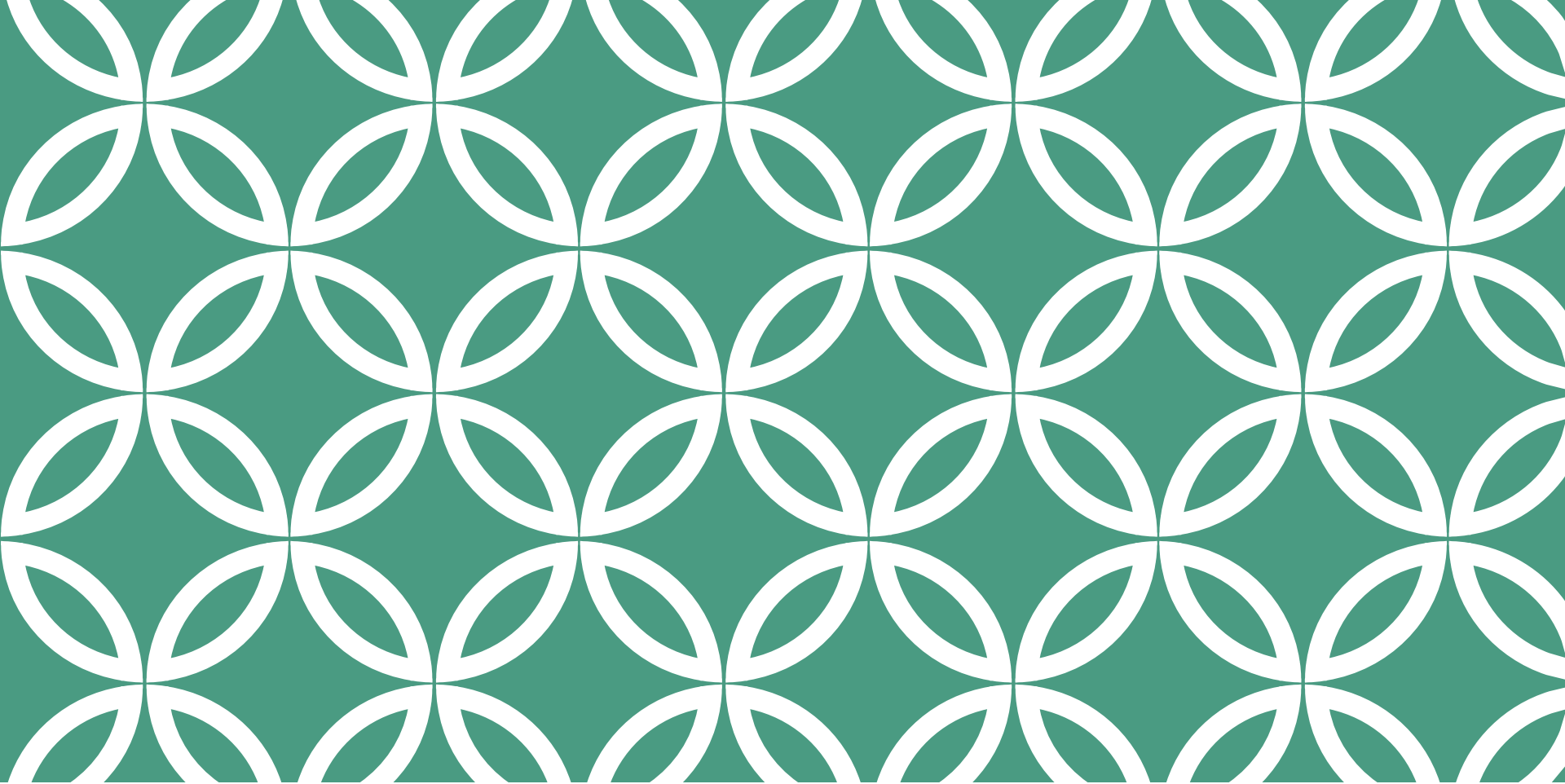
- Salary for the First 20 Assignments of Substituting (per school year): Full Day - \$85.00/day Half Day - \$42.50/day
- Salary after Completing 20 Assignments of Substituting (per school year): Full Day - \$110.00/day Half Day - \$55.00/day

Flowing Wells

- At FW, They currently have 8 long-term subs, only 1 filling a vacant position (the others are filling for maternity leave or awaiting certification). They pay long-term subs \$130 per day. Regular sub rate is \$75, which goes to \$100 after 40 days of subbing each school year. FW teacher retirees who return to sub get \$100 a day from the first day.

NEIGHBORING STATES

Districts	Who Coordinates Staffing	# of Subs	Benefits	# of Schools
Clark County School District	<p>In-House Program in use: SmartFind Express from TalendEd/Power Schools Staff: 9 staff Director- Oversees the Substitute application process and hiring. Substitute Department Secretary (1 Staff) – Substitute Application available, and handles the application process Substitute Office Assistant (1-Staff)- deals with walk-in traffic, updates all certifications in the system, and general phone calls. 2 Analysts -Oversee all 380 schools Help Desk (4 Staff)- All inquiries from substitutes, school staff, school office managers and vacancies requests sent here.</p> <ul style="list-style-type: none"> •All sub applications are processed (with the help of +2 more analysts) •Substitute Applications are assigned by Alpha to staff <p>Sub Guest Teachers- Certified Substitute Support Staff – TA's and non certified personnel Substitute pay: \$90-110/day (depends on type of assignment) +10 days=Long Term Sub: 11th day= +\$10 (21st day = \$150/day) Fingerprinting & Background checks are also housed.</p>	4500-5000	District- Sub plan	380
Albuquerque Public School District	<p>In-House Program in use: SmartFind Express from TalendEd/Power Schools Nearly 1,200 sq. mi. 143 schools, 84,000 students Staff: 3 staff A total of 3 dedicated to the substitute office only, also supported by other departments Substitute Services Specialist (2 Staff) Substitute Staffing Consultant (1 Staff) HR Director Substitutes hired directly through the school district as hourly on-call employees.</p>	800-1300	District- Sub plan	143



HR DATA REVIEW



Percent of Teachers by Race and Ethnicity Comparison

Population	Total teachers	Hispanic, regardless of race	White, non-Hispanic	Black, non-Hispanic	Asian, non-Hispanic	Native Hawaiian, non-Hispanic	American Indian, non-Hispanic
United States	3,385,200	7.8%	81.9%	6.8%	1.8%	0.1%	0.5%
Arizona	61,700	13.1%	80.1%	2.8%	1.7%		1.3%
TUSD 2016-17	2,668	28.1%	65.4%	3.0%	1.8%	0.2%	1.4%
TUSD 2017-18	2,717	29.1%	64.2%	2.9%	2.0%	0.2%	1.5%

CERTIFICATED STAFF AT SCHOOL SITES BY RACE/ETHNICITY

School Year	White		Black/African American		Hispanic/ Latino		Asian or P.I.		American Indian		Unsp.		Total
	N	%	N	%	N	%	N	%	N	%	N	%	
SY 2013-14	1846	68%	79	3%	700	26%	61	2%	33	1%	13	0%	2719
SY 2014-15	1775	67%	82	3%	715	27%	59	2%	31	1%	41	2%	2662
SY 2015-16	1762	67%	83	3%	686	26%	57	2%	33	1%	0	0%	2621
SY 2016-17	1744	65%	89	3%	756	28%	64	2%	42	2%	0	0%	2695
SY 2017-18	1759	64%	92	3%	797	29%	70	3%	47	2%	0	0%	2765

Non-Site Administrators by Race/Ethnicity

School Year	White		Black/African American		Hispanic/ Latino		Asian or P.I.		American Indian/Alaska Native		Total
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	
SY 2013-14	28	54.9%	9	17.6%	12	23.5%	0	0.0%	2	3.9%	51
SY 2014-15	23	51.1%	8	17.8%	13	28.9%	0	0.0%	1	2.2%	45
SY 2015-16	32	57.1%	10	17.9%	14	25.0%	0	0.0%	0	0.0%	56
SY 2016-17	32	61.5%	7	13.5%	13	25.0%	0	0.0%	0	0.0%	52
SY 2017-18	26	56.5%	7	15.2%	12	26.1%	0	0.0%	1	2.2%	46

NUMBER AND PERCENTAGE OF SITE ADMINISTRATORS BY RACE/ETHNICITY

School Year	White		Black/African American		Hispanic/Latino		Asian or P.I.		American Indian		Total
	N	%	N	%	N	%	N	%	N	%	
SY 2013-14	69	53.5%	8	6.2%	50	38.8%	0	0.0%	2	1.6%	129
SY 2014-15	62	48.8%	8	6.3%	54	42.5%	0	0.0%	3	2.4%	127
SY 2015-16	63	47.7%	9	6.8%	57	43.2%	0	0.0%	3	2.3%	132
SY 2016-17	60	45.5%	13	9.8%	54	40.9%	1	0.8%	4	3.0%	132
SY 2017-18	58	43.9%	13	9.8%	56	42.4%	1	0.8%	4	3.0%	132

HR METRICS

Number of Hard-to-Fill Hiring Stipends Utilized

	# Stipends
SY 2014-15	39
SY 2015-16	119
SY 2016-17	256
SY 2017-18	276

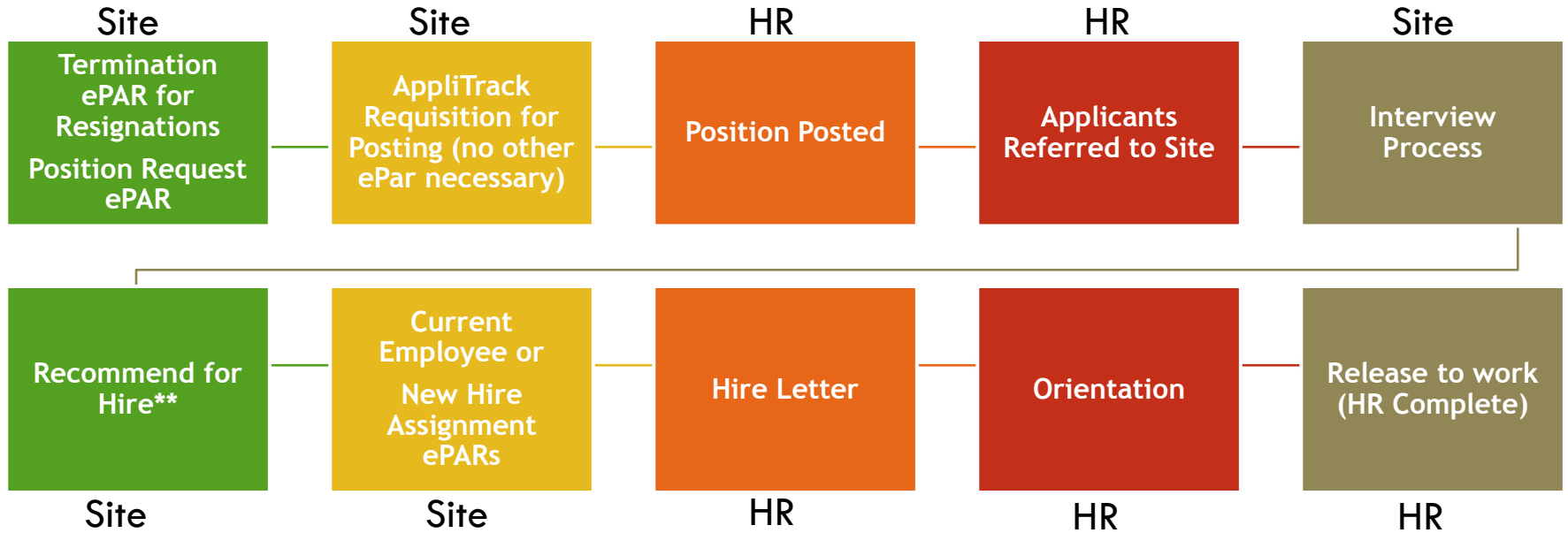
Letters of Contract Assurance

School Year	Letters of Contract Assurance
SY 2013-14	7
SY 2014-15	44
SY 2015-16	170
SY 2016-17	141
SY 2017-18	102

USP Related Recruitment Trips

School Year	HBCU Visited	Hispanic Serving Institutions Visited
SY 2013-14	2	1
SY 2014-15	6	4
SY 2015-16	6	6
SY 2016-17	6	4
SY 2017-18	6	4

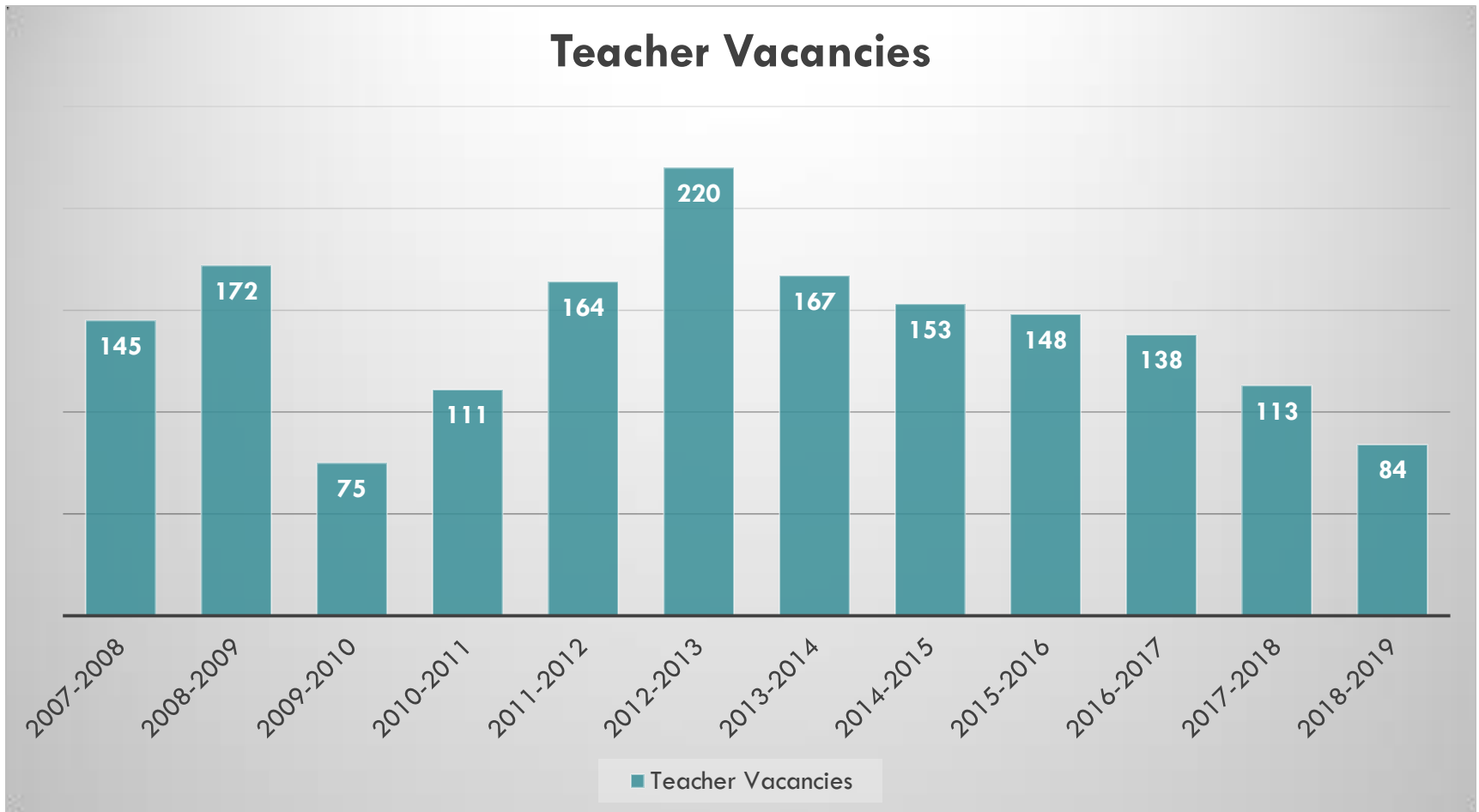
HIRING PROCESS



APPLICANT OFFER REJECTIONS

Reason	SY 2015-16	SY 2016-17	SY 2017-18
Accepted other offer - Out of district	6	20	28
Accepted other offer - In district	11	15	10
Availability date	3	1	1
Non-response	7	0	3
No reason given	12	9	16
Personal reasons	17	8	18
Site/Location	0	18	1
Salary	2	0	3
Declined letter of intent	17	7	0
Total	75	78	80

VACANCY TREND



CERTIFICATED SEPARATIONS

Certificated Separations SY 2017-18					
Month	Reason				Total
	Other Employ	Personal	Retire	Other	
July	2	3	0	3	8
August	3	11	0	2	16
September	0	9	0	0	9
October	0	10	0	1	11
November	2	4	1	1	8
December	1	26	6	1	34
January	1	5	0	4	10
February	1	7	0	0	8
March	1	6	1	0	8
April	0	2	0	1	3
May	42	129	65	21	257
June	17	11	13	1	42

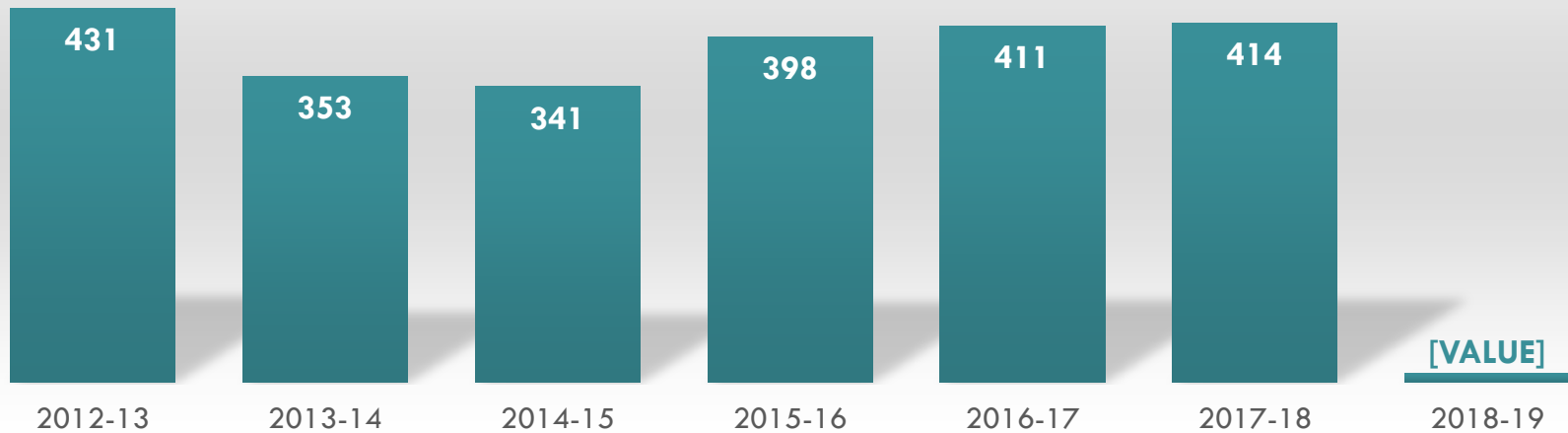
Total 414

Certificated Separations SY2018-19					
Month	Reason				Total
	Other Employ	Personal	Retire	Other	
July	1	4	0	0	5
August	1	5	1	0	7

ATTRITION

Certificated Staff Attrition

■ # of Classroom Teachers



HR RECOMMENDATIONS

- ✓ Continue to improve customer service
- ✓ Continuous Process Improvement in HR and systems revisions
- ✓ Retention initiative at site level- supervisors to implement Stay Survey

SUPERINTENDENT RECOMMENDATIONS

- ✓ Long term Sub Rate for pre planned coverage positions from day 1