

# Building and Sustaining a Positive Substitute Employee Experience



January 24, 2023

# Help! I need substitutes!



# Recruiting

We need **more** substitute teachers – Grow Your OWN

- Know the licensure **requirements in your state**
- How can you make your **application** process more user friendly?
- How can you assist applicants who need to apply for a license?
- What **professional development** or training does this group need in order to work successfully as a substitute?
- How will you **measure the effectiveness** of your program?

# What is your onboarding process for substitutes?

Employee Name:

Position Title:

Start Date:

Salary:

## New Hire Checklist

	TASK	DATE
✓	New Employee Information	MM/DD/YY
	Employee Data Information Sheet Collected	
	Background Check Acquired & Passed	
	Drug Test Acquired & Passed	
	Offer Letter Signed	
	Employment Agreement Signed	
	Employee Information Entered into Payroll & Benefits Systems	
	I-9 Work Authorization Complete	

# Substitute Orientation

- Substitute Handbook
- Payroll information
- School Calendar
- Substitute scheduling process
- ID badge
- Emergency/Crisis Procedures
- Board Policies – Technology
- Required Compliance Training –  
BBP/Ethics and  
Boundaries/Diabetes/Asthma

# How do we want our substitutes to FEEL about subbing at our schools?



# New Trier Substitute Orientation

- Substitute Handbook
- Payroll information
- School Calendar
- Substitute scheduling process
- ID badge
- Crisis Plan - video
- Compliance Training
- Entire HR Department – meet and greet
- Other administrators
- Breakfast/welcome gifts
- Folders versus online
- District goals and new initiatives
- Create connections

# New Trier 2022 - 2023



# Many Voices One New Trier



**Be Brave Be Kind Be Proud**





# Transition Center



# Belonging Through a Culture of Dignity



# Monthly Observances 2022-2023

## September

Hispanic Heritage Month

## October

LGBTQ+ History Month

## November

Native American Heritage Month

## January

Muslim American Heritage Month

## February

Black History Month

## March

Disability Awareness Month

Women's History Month

## April

Arab American Heritage Month

## May

Asian American Pacific Islander Heritage Month

Jewish American Heritage Month



## Hispanic / Latinx Heritage Month Toolkit

In this portrait, we can appreciate a hand that raises the flags of Hispanics together with people of different ethnicities looking towards a majestic rainbow that represents *Hope: "Esperanza!"* The thing that characterizes us as Hispanics is that no matter what storms we go through, we always look up and know that life will be dressed in colors like a shiny rainbow in the sky. "The infinity ribbon design was inspired by the theme: *Be Proud of Your Past and Embrace the Future*. The greatness of America can be measured by the collective contributions of its citizens past and present, and our future will be measured by our ability to uphold and instill unto others our most valuable assets: our shared culture, history, knowledge, and sense of community. **As Hispanics, taking pride in the accomplishments and achievements of our mentors and our ancestors brings into focus the endless possibilities.**"

Adriana Castillo, Winner of 2021 Hispanic Heritage Month Poster Contest

# What Can You Do to Help?

## **Student names matter**

- Ask students to pronounce their name for you if you are unsure and practice saying it correctly.
- Model respect - “Your name is important, and I want to say it correctly.”

## **Pronouns matter**

- If a student asks to be called by a specific pronoun or a teacher has left a note indicating such, use that pronoun.
- Model respect - If you make a mistake, simply correct yourself.

## **Continue your personal education**

- Walk through the displays. Attend a workshop. Read through an article. Watch a video.
- Model respect - We are all learning. There is no “end” to the journey to better understand ourselves and the experiences of others.

## **Be supportive of the school’s work**

- Model respect - “This is important.” “Let’s learn more about this together.”
- Model respect - Reserve your own opinions. Let students develop their own.

If you ever have a question, you can contact me or one of the other equity liaisons.



# Working Athletic Events & Coaching

Everything you wanted to know but were afraid to ask.



# Job Shadow



- Veteran Substitute Teacher
- Engagement
- Confidence
- Practice
- Other
  - Lunch
  - Health Services
  - Technology Support



*Who you  
gonna call?*

# Including School Department Assistants into the Training

## Do subs **want** to work at your school?



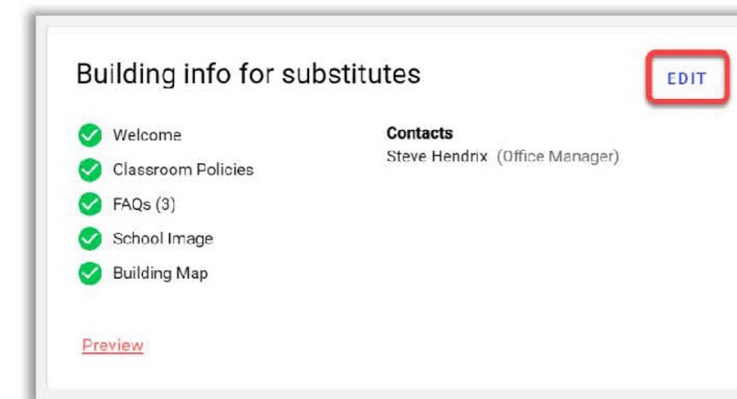
### We hear it all the time...

The more info a sub has about your building, the more likely they are to sub there. Make your building stand out to subs by filling out your **Building Info for Substitutes** in Red Rover.

### Set up Building info for Subs!

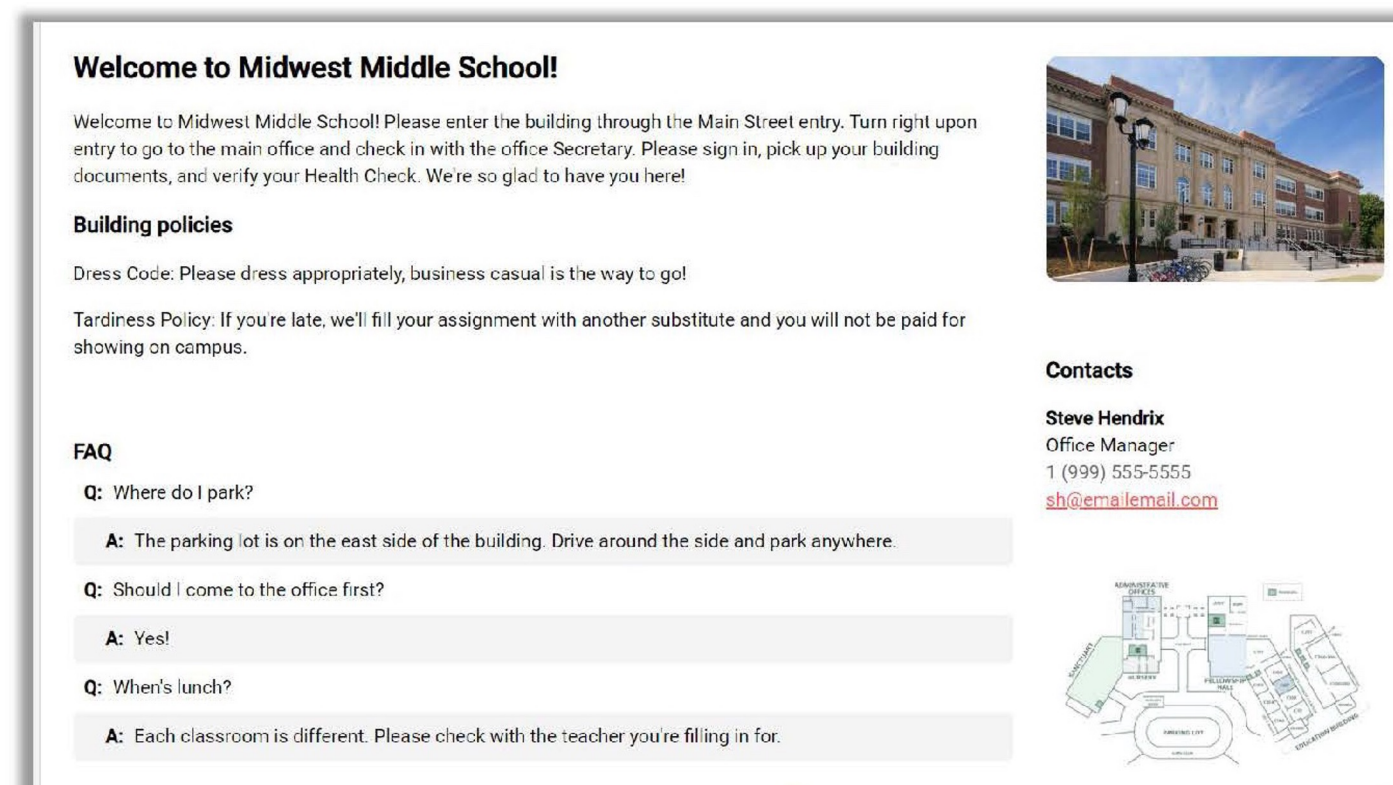
In Red Rover, go to **SCHOOLS** > [Your Building] > **Building Info for Subs**

- Introduce your School Building.
- Add important building policies.
- Answer FAQ's like "Where do I park?"
- Upload a photo of your school building.
- Provide a campus map.
- Add a building contact.



### Now, any time a sub takes a job at your building...

They will receive this information attached to their assignment. Set it, forget it, and don't sweat it!



# *the* **NEW TRIER NEWS**

NT's favorite substitute teacher: Mr. Nebojsa Acimovic





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# CONTACT INFORMATION

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**Thank you!**