



Mid-Valley Special Education Cooperative

Dr. Carla Cumblad, Executive Director
1304 Ronzheimer Avenue
St. Charles, IL 60174
Phone: 331-228-4873
Fax: 331-228-4874

MEMO TO: Executive Advisory Board

FROM: Nancy Sporer, Director of Business and Human Resources
Carla Cumblad, Executive Director

DATE: January 6, 2016

RE: PERMANENT SUBSTITUTE

Attached for your review is the “Unfilled Absence Report” from August 18, 2015 through December 8, 2015. As you can see we have had an average of over 55 unfilled absences per month. The highest month of unfilled absences was October with a total of 86 absences unfilled. The total amount of unfilled absences for these four months was 226.

Out of the 226 unfilled absences, some were created due to a current aide subbing for a teacher. Many times if a teacher is absent we will fill that teaching position with one of our teaching assistants who also holds a professional educator license. This will then cause an unfilled absence in a teaching assistant position. For this time period there were a total of 181 teaching assistant/job coach positions and 37 teacher positions not filled.

We are concerned there will be many more unfilled positions in the spring when there is an increase in IEP meetings. From looking at the report there is a greater need for teacher and aide substitutes in our New Pathways and New Directions programs, although we would utilize the permanent substitutes in other programs when they are needed.

We are recommending hiring one permanent teaching assistant substitute and one permanent teacher substitute in order to try to fill some of these unfilled absences that are occurring each month.