

From the Office of the Assistant Superintendent

12/12/2018

The Ector County ISD Human Resources Department is committed to supporting ECISD District Goals by improving our work to retain current substitutes and to increase the pool of available substitute employees by utilizing more effective techniques and strategies. The following information and recommendation for an increase in compensation for substitute employees is provided to support these commitments:

**Substitute Availability and Utilization:**

1. We currently have a total of 360 trained/hired subs: (a) 71 certified, (b) 271 non-certified, (c) 18 para-professional
2. Currently there are 186 employees working as Long-Term Substitutes (LTS): (a) 112 elementary as teacher and 2 as para-professional, (b) 29 middle school, (c) 43 high school
3. 2017-2018 LTS expenditures totaled \$2,693,272
4. 2018-2019 to date expenditures already exceed \$1,650,459
5. At this rate, because of an increased reliance on LTS, we will spend 22% more for LTS this year

**Substitute Fill Rates:**

Since the start of school, our high monthly fill rate was 87% in August and our low monthly fill rate was 72% in October. The average for this year so far is 76.79%. Our average monthly fill rate for 2017-2018 was 75.57%.

**Strategies Used to Increase Substitute Pool and Improve Retention This Year:**

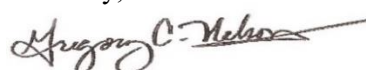
1. Reduced the number of core academic credit hours needed to sub from 45 to 30 (Total required hours remains 45)
2. We now provide all substitutes with free lunch each day of service
3. We require all substitutes to work a minimum of 20 days each year in order to continue service
4. We send reminders to substitutes who are not on track to meet minimum requirements for work days
5. We send thank you messages to those who work predetermined number of days and encourage them to work more days
6. Recruitment of VIPs to encourage substituting on the VIPs home campus
7. Attending non-educational job fairs seeking substitutes and auxiliary staff
8. Principals asked to provide support on campus for substitutes such as special parking, daily check-ins for subs, etc.
9. Increased Substitute Training Opportunities:

	2017-2018	2018-2019
Number of Trainings Offered July - May	5	11
Number of Subs Trained July-Nov.	95	146
Number of LTS	125	186 as of December 2018
Current Number of Subs	338	360
Number of Subs to permanent positions	79	67 as of December 2018

Ector County ISD Human Resources Department  
Recommendation for Substitute Compensation Increase

Service Status	Current Daily Rate	Recommended Daily Rate	MISD Daily Rate
Non-certified Substitute	\$85.00	\$100.00	\$85/\$95/\$105
Certified Substitute	\$100.00	\$120.00	\$85/\$95/\$105
Para-Professional Substitutes	\$8.91 per hour	\$9.30 per hour	\$70/\$75
Staff Development Days, No Students	\$100.00	LTS Rate	N/A
Long-Term (Non-certified)	\$170.00	\$190.00	\$125/\$175
Long-Term (Certified)	\$190.00	\$220.00	\$262.30

Sincerely,

  
Gregory C. Nelson, Ed. D

  
Sandra Banda, M. Ed.