



Oak Park Elementary School District 97

260 Madison Oak Park Illinois 60302 ph: 708.524.3000 fax: 708.524.3030 www.op97.org

To: Ushma Shah, Ed.D.

From: Natacia Campbell Tominov, Ed.D.

Re: Substitute Staff Daily Rate Recommendation

Date: June 11, 2024

Issue Statement:

Our goal is to ensure Oak Park D97 is competitive within the substitute staff market. Local district have substitute pay rates that vary, and this proposal ensures that we are an attractive employer for temporary substitute staff. This memo addresses substitute teachers, substitute teacher assistants, and substitute administrators.

Furthermore, the table below demonstrates the rates at which absences have been filled since January, further indicating the benefit to additional investment in substitutes.

Fill Rates	<u>Substitute Teachers</u> - Includes our teaching staff filling some of the vacancies and when unfilled, classes are covered by administrators or combined with other classes	<u>Substitute Teacher Assistants</u> - These percentages only include external substitutes
Jan	79%	45%
Feb	76%	43%
Mar	71%	44%
Apr	71%	34%
May	70%	41%

Current Rates

Currently, we have the following substitute rates:

- Daily Substitute - \$140.00
- Daily Substitute after working 21 Consecutive Days - \$150.00
- Permanent Substitute - \$180.00/day with insurance
- Substitute Teacher Assistants - \$100.00/day
- Substitute Administrator - \$500.00/day



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Recommendation:

In an effort to enhance recruitment and retention, we are proposing a pay increase for our substitute teachers and substitute teacher assistants. We are also proposing a pay rate for our substitute administrators, in an effort to expedite processing and approval moving forward.

The proposed pay increase for the substitute teachers is a rate increase and a change in the structure by which they are paid, which will put us in better alignment with our industry peers. This table has been created to help illustrate the new pay structure and the change in pay rates for D97's substitute teachers.

The rate increase for the substitute teacher assistants will not only support recruitment and retention efforts, it will most importantly support students and staff by providing much needed classroom support. Currently, when teacher assistants are absent, staff are stretched thin or pulled from less critical positions to support our most high-need students.

Type of staff	Current rate of pay	Proposed daily rate
Daily Substitute	\$140.00	\$160/day for substitutes that sub in our elementary schools
		\$180/day for substitutes that sub in our middle schools
		\$200/day for substitutes that are retired teachers from D97
		\$20/day added to their daily rate for subbing more than 45 days in the district. The 45 days do not have to be consecutive. Day-to-day substitute teacher rates become: \$180/day elementary \$200/day middle school \$220/day D97 retired teacher
Daily Substitute After Working 21 Consecutive Days	\$150.00	After working 21 days consecutively in the same assignment, the substitute will be paid retroactively from the first day of the assignment at the same rate of pay as a first year D97 teacher with no experience and only having a bachelor degree. (daily rate) - \$305.55
Permanent Substitute	\$180.00	\$305.55/day for a one year contract. However, they will be considered temporary at-will employees w/ insurance.
Substitute Teacher Assistants	\$100.00	\$120/day
Daily Substitute Administrator	\$500.00	Standardizing the current rate.