DeKalb County
S c h o o l   D i s t r i c t

Pre- meeting survey

Prior to the meeting, all Substitute teachers were asked to complete a survey. Please find below a summary of the data that was collected.

1) What area of training do you feel you need to become a more effective substitute teacher?
32% indicated Classroom Management
15% indicated Effective Communication
41% indicated Instructional strategies
45% indicated SubFinder/Technology Training

2) What challenges do you face when accepting substitute teaching assignments?
24.5% indicated the work site location
23.18% indicated the time allowed to accept the job posting
56.5% indicated Student Discipline
20% indicated School Leadership
15.4% indicated the job assignment subject area

3) Which Region you prefer to work in?
31.73% indicated Region 1
41.88% indicated Region 2
36.53% indicated Region 3
39.48% indicated Region 4
29.34% indicated Region 5

At the conclusion of each meeting, a question and answer session was conducted. Upon hosting the Q and A session, several relevant items of concern were brought to our attention. ***Please note that this data came directly from the participants.*** These items have been categorized and outlined below:

Substitute Teacher Feedback Action Items/Questions

Information Technology (IT)	School Leadership (Principals/Teachers)	Professional Learning	Other
- Substitute teachers are requesting some type of general access to DCSD systems. - Subs need a process for regaining access to their email when logins are not working - How do subs gain access to DCSD systems as a new hire? - Will there be any type of technology training for subs?	- Substitute teachers asked that principals/teachers provide proper access into the building and classroom in a timely manner (subs locked out) - Please make sure that sub plans are complete with school rules, schedules and appropriate activities for students. - Teachers should call in the absence as soon as possible to allow proper planning time for subs. - Teachers should provide accurate notes regarding the assignment (i.e. daily schedule, field trip, itinerant position). - Make efforts to show support and courtesy to subs. Subs felt discouraged at times due to lack of support. - Please do not cancel sub assignments when they show up at the building once confirmed. ***They should be paid for 2 hours if this occurs***. - Student discipline is problematic and more support from the administration is needed.	- How will subs be notified of training available for them? - Training needed to obtain PLU's for retired substitutes. - Subs need instructional strategy and classroom management training.	A survey was provide to subs and the data showed: 56% stated that student discipline was a challenge 20% stated that school leadership was a concern

Recommendations provided by Veteran Principals that may Assist in Securing Substitute Teachers

1. Require teachers to place the name of the Substitute and the job number on the statement of leave slip prior to submitting to the principal.

2. Require teachers to call at least 5 subs before placing the job into Subfinder.

3. Require teachers to place planned absences into Subfinder at least 2 weeks prior to the absence.

4. Develop a preferred substitute list.

5. Allow flexibility for teachers (within reason) to take care of emergencies, thus not requiring a full days absence.

6. Provide team/grade level attendance incentives.

7. Develop a weekly/monthly absence calendar and schedule substitutes in advance.