Reporting Substitute Teacher Hiring and Compensation

Introduction

The Office of Superintendent of Public Instruction (OSPI) will be collecting information about individual substitute teachers' hiring and compensation status at each school district, from February 3rd–March 14th. This data collection is required by RCW 28A.300.615 and is specific to substitute teachers regardless of duration or frequency of employment. This data will be used to better understand districts' hiring and compensation for long-term and short-term staffing needs as well as analyze additional support and resource needs for effective hiring, support and development, and retention of substitute teachers.

Districts will report the following information about individual substitute teachers who were hired by the district during the 2023–24 school year:

     (a) The number of substitute teachers hired.
     (b) The number of hours worked by each substitute teacher.
     (c) The full daily compensation rate of each substitute teacher.
     (d) The number of substitute teachers that received benefits under the school employees' benefits board.
     (e) The reason for hiring each substitute teacher.

The data collection and submission will take place through the Educator Equity Data Collection Tool in the Education Data System (EDS). A district staff member will be able to access the tool and start entering their data on February 3rd, into the Substitute Teacher Hiring and Compensation tab and submit the data by March 14th.

This data submission is a separate data to the federally required teacher quality data through the other tabs in the Educator Equity Data Collection Tool. The Substitute Teacher Hiring and Compensation tab will be deactivated on March 14th at 11:59pm.

Districts are encouraged to make sure they have the Teacher Quality Data Collection user role to access the Educator Equity Data Collection Tool, edit records, and submit the data by March 14th. Please refer the Education Data System Administration site for more information regarding the EDS User Role Matrix and the EDS Login.

The data will be displayed on the Data Display site by May 1st. Districts that do not submit substitute teacher data will be displayed as "Data not reported" and will not be analyzed for support needs for effective substitute teacher hiring, recruiting and retention.

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Data Collection

Data Sources and Criteria of Substitute Teachers

The data file includes all substitute teachers who were reported to the Personnel Reporting (S-275), Comprehensive Education and Research System (CEDARS), and ECertification (ECert). Substitute teachers are identified based on the criteria shown below by each data source and prepopulated into the data collection file. For example, a substitute teacher who was reported to SAFS will have their hiring and compensation information prepopulated in the data file. A substitute teacher who was only reported to CEDARS will have hiring information, but not compensation information which will need to be manually entered by districts. For a substitute teacher who was not reported to S-275 or CEDARS but holds a valid substitute certificate which is reported in ECert, the district must manually enter their hiring and compensation information or download the prepopulated data in MS Excel format, edit and upload into the tab. This data collection is specific to substitute teachers regardless of duration or frequency of employment.

(a) **The Personnel Reporting (S-275)**: Substitute teachers who are reported with duty root 52x, regardless of amount of full-time equivalency (FTE), for the 2023–24 school year [2023-24 S-275 Personnel Reporting Handbook Page 67–71: Duty Codes and Definitions for School Districts and ESDs]. For substitute teachers who are reported in S-275, their total substitute hours per year, total substitute daily compensation, and benefits will be prepopulated to the long-term substitute role in the data source.

(b) **The Comprehensive Education Data and Research System (CEDARS)**: Substitute teachers who are reported with staff type code 52x for the 2023–24 school year. [CEDARS Appendices 2023-24 Page 55: Appendix U-Staff Type Codes]

(c) **ECertification (ECert)**: Substitute teachers who are reported with the following substitute certificates in the 2023–24 school year. Substitute teachers who hold any full teaching certificate are not in the ECert data source. The teaching certificate must be issued or effective by June 30, 2024, and must not be expired by September 1, 2023.

Certificate Code	Certificate Name
C260700	Substitute Teacher
C360500	Intern Substitute Teacher
C270700	Emergency Substitute Teacher

The focused population of RCW28A.300.042 is classroom teachers who are assigned to the substitute role and hold substitute teaching certificates. Therefore, district staff who are assigned to non-teaching roles and/or hold non-teaching certificates are not included.

Data Collection File Structure and Valid Values for each Data Element

The data file has two components; the prepopulated information and the information which requires manual entry. The prepopulated information is pulled from the data source(s) where each substitute teacher was previously reported to as indicated. (Please refer to Data Sources

and Criteria of Substitute Teachers section). Notes and answer options have been given for the places where manually entered information is required.

Districts are required to complete all data components in their respective data collection elements including a short-term substitute role and/or a long-term substitute role per substitute teacher [Please refer RCW required data elements (a)-(e)].

Since hiring and compensation for substitute teachers are largely varied, OSPI collects the data elements for a short-term substitute role and a long-term substitute role per substitute teacher (Figure 1). If a substitute teacher assigned either one role, please enter information for their specific role, and fill out other with zero (0). If a substitute teacher assigned both roles, please enter information for each role.

	Source	Certificate Number	Name	Short-term Hours Per Year	Short-term Total Daily Compensation Amount	Short-term Received Benefits?	Short-term Reason for Hire	Long-term Hours Per Year	Long-term Total Daily Compensation Amount	Long-term Received Benefits?	Long-term Reason for Hire
Edit Remove	eCert										
Edit Remove	eCert										

Figure 1 Data elements for short-term substitute role (red circle) and/or a long-term substitute role (blue circle)

There are pre-populated data components for every substitute. The data element (a): Whether a substitute teacher worked in 2023–24 school year is prepopulated as "Yes" if a substitute teacher was reported to either S-275 or CEDARS.

The data element (b), (c), and (d): the total substitute hours per year, total substitute daily compensation, and whether a substitute teacher received benefits are prepopulated if the substitute teacher was reported to S-275.

The data element (e): reason for hire and brief description of other reason need to be manually entered by districts for every substitute teacher.

For "Reason for Hire," please click on the cell and choose the main reason for hire per substitute teacher from the following options:

1) Teacher shortage in specific content area.
2) After school activities or tutoring.
3) Professional development days for fully certificated teacher(s.)
4) Short-term absence of full certificated teacher [Sick leave, Bereavement leave, Vacation leaves for a fewer than or equal to twenty (20) consecutive days.]
5) Long-term absence of full certificated teacher [Maternity leave, Paternity leave, Family care leave, Sick leave, Vacation leave for a more than twenty (20) consecutive days.]
6) Other.

Please see the table below for valid value for data components which need manual entry or download and upload a MS Excel file.

Required Data Element	Column Name	Example Valid Values	Data Note
(a)	-	N/A	Substitute teachers in the list when submitted are counted as working. Click "Remove" to remove a teacher from the list if they were not working.
(b)	Total Substitute Hours Per Year	123	Integer
(c)	Total Substitute Daily Compensation	$200.00	Enter exact dollar amount. This is a daily compensation, not annual compensation.
(d)	Benefits	"Yes" or "No"	
(e)	Reason for Hire	Use dropdown to select	Drop down is available with the **Reason for Hire** selection for each substitute teacher
(f)	If 'Other' please state reason for hire in 50 words or less	"XYZ"	State the reason for hire in 50 words or less

Data Collection by School Years

This data collection has started since 2021–22 school year. Districts who have not submit their data in the past 3 years are encouraged to submit their data that they missed. Districts can resubmit their data if they found that their past data needs to be updated. This allow OSPI to collect more accurate substitute teacher hiring and compensation data and accurately analyze districts support needs for their substitute teacher recruitment and hiring.

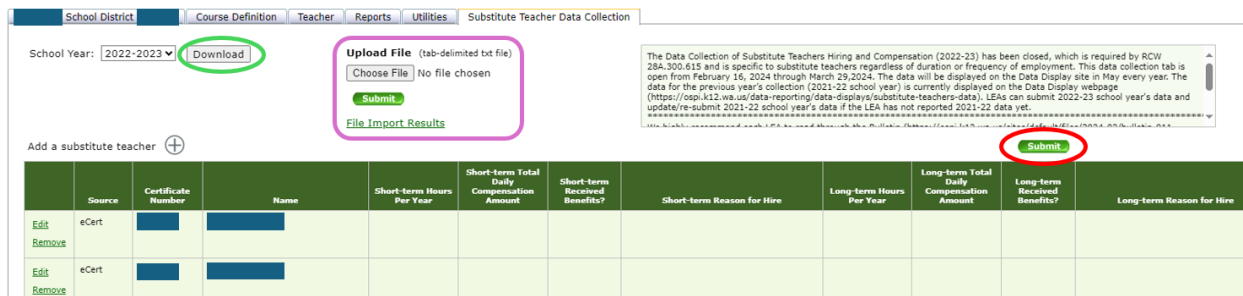## Data Submission (Download and Upload File)

Figure 2 Key buttons on the Substitute Teacher Data Collection tab

This data submission can be completed by either manually entering substitute teachers' hiring and compensation information or download the prepopulated data in MS Excel format, edit and upload data. Figure 2 shows three key buttons regarding the data submission. Districts may manually add, remove, edit, and submit substitute teacher compensation, hours, benefits, and reason for hire (red circled submission button), or download the prepopulated data in MS Excel format (green circled button), edit and upload (button in the pink squared area) data.

Data Reporting/Display

The OSPI is required to post on its website the information identified in subsection (1) of RCW 28A.300.615 by May 1st. The data will be summarized and reported using a Tableau workbook. Before the data is publicly displayed, districts will have two weeks to review through the Tableau Server application in the Educator Data System (EDS). Please make sure the district staff who submitted the substitute data have access to the application in EDS or contact the District Data Security Manager to grant access. The data will be displayed on the Data Display site by May 1st every year. The data for the previous year's collection (2021-22 school year) is currently displayed on the Data Display site.

If you have questions about this data collection and reporting, please contact Kaori Strunk, Director, Educator Data, Research and Development, EducatorData@k12.wa.us.