

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 15th–March 15th. 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 2021–22 school year:

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

The data collection and submission will take place through a SharePoint folder created by OSPI's IT Network Operation. A superintendent at each district will receive a link on February 15th that allows access to this SharePoint folder and may be shared with district staff assigned to enter and submit the data. Districts are encouraged to make sure they have access to the folder and can download, edit, and upload the data collection file on February 15th. Please refer to [Microsoft Support - External or guest sharing in OneDrive, SharePoint, and Lists](#) for Microsoft's guidance on accessing the SharePoint folder. Please contact OSPI customer support (customersupport@k12.wa.us) with any accessibility issues to the SharePoint folder.

The due date for the data submission is March 15th. The data collection file will be available in the SharePoint folder on February 15th. Via the link, districts will have access to update their substitute data until 5:00pm, March 15th, at which time the folder will be locked.

Data Collection

Data Sources and Criteria of Substitute Teachers

The data file includes all substitute teachers who were reported to the Personnel Reporting (SAFS), 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 SAFS or CEDARS, but hold a valid substitute certificate which is reported in ECert, the district has to manually enter their hiring and compensation information. This data collection is specific to substitute teachers regardless of duration or frequency of employment.

- (a) The Personnel Reporting (SAFS):** Substitute teachers who are reported with duty root 52x, regardless of amount of full-time equivalency (FTE), for the 2021-2022 school year [[2021-22 S-275 Personnel Reporting Handbook \(www.k12.wa.us\)](#) Page 36-50]. For substitute teachers who are reported in SAFS, their total substitute hours per year, total substitute daily compensation, and benefits will be prepopulated 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 2021-2022 school year. [[CEDARS Appendices \(www.k12.wa.us\)](#) Page 55: Appendix U-Staff Type Codes]
- (c) ECertification (ECert):** Substitute teachers who are reported with the following substitute certificates in the 2021-2022 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, 2022 and must not be expired by September 1st, 2021.

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 full and/or substitute teaching certificate. Therefore, district staff who are assigned to non-teaching roles and/or hold non-teaching certificates are not included.

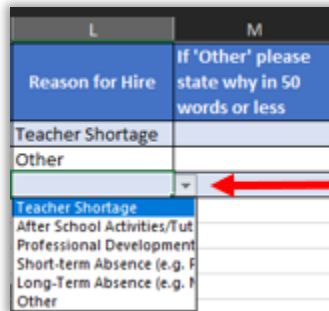
Data Collection File Structure and Valid Values for each Data Element

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 files per substitute teacher. There are pre-populated data components for every substitute (Column A-G). The other data components (Column H-K) are pre-populated dependent on whether OSPI has the respective information from the data source(s). The last two data components (Column L and M) need to be manually entered by districts for every substitute teacher. For example, if substitute teachers are reported in SAFS their total substitute hours per year, total substitute daily compensation, and benefits will be prepopulated as shown below:

C	H	I	J	K	L	M
Source	Worked in 2021-22 SY (Y/N)	Total Substitute Hours Per Year	Total Substitute Daily Compensation	Benefits	Reason for Hire	If 'Other' please state why in 50 words or less
SAFS	Y	150	\$40.92	Received Benefits	Teacher Shortage	
CEDARS	Y				Other	
ECert						

For "Reason for Hire", please click on the cell and a drop-down arrow will appear. Choose the main reason for hire per substitute teacher from the following options:



- a) Teacher shortage in specific content area.
- b) After school activities or tutoring.
- c) Professional development days for full certificated teacher(s).
- d) Short-term absence of full certificated teacher [Sick leave, Bereavement leave, Vacation leave for a fewer than or equal to twenty (20) consecutive days.]
- e) 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.]
- f) Other.

Please see the table below for valid value for data components which need manual entry.

Column	Column Name	Example Valid Values	Data Note
H	Worked in 2021-22 School Year	Y or N	Y as a default

I	Total Substitute hours Per Year	123	Integer
J	Total Substitute Daily Compensation	\$200.00	Enter exact dollar amount
K	Benefits	Received benefits or Did not receive benefits	
L	Reason for Hire	Use dropdown to select	Drop down is available with the Reason for Hire selection for each substitute teacher
M	If 'Other' please state reason for hire in 50 words or less	"XYZ"	State reason for hire in 50 words or less

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 one week 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.

If you have questions about this data collection and reporting, please contact Avram Bourdeau, Data Analyst, Title II, Part A Program Office, EducatorData@k12.wa.us.