

BOARD BRIEF

Date: August 6, 2021

BOARD INFORMATION: X

MEETING PREPARATION: _____

FROM: Melanie Kay-Wyatt, Ed.D., Executive Director of Human Resources

THROUGH: Stephen M. Wilkins, Ed.D., Chief of Staff
Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

TO: The Honorable Meagan Alderton, Chair, and
Members of the Alexandria City School Board

TOPIC: Recruiting Initiative to Hire Additional Substitute Teachers for the 2021-2022 School Year

ACPS 2025 STRATEGIC PLAN GOAL:

All

SY 2020-2021 FOCUS AREA:

Systemic Alignment

FY 2021 BUDGET PRIORITY:

N/A

SUMMARY:

Regionally, the pandemic situation has worsened the perennial substitute shortage. To prepare for this challenge, ACPS plans to employ a third-party vendor to help recruit and hire substitute staff. Using both internal and external hiring services, this recruiting initiative will help ensure we have available, trained and qualified substitutes for our schools. As a strategic-recruiting initiative, this dual-sourcing approach is a similar effort to the highly successful and popular classroom monitor program employed in our schools this past spring.

BACKGROUND:

While the substitute shortage is a perennial recruiting challenge, the COVID-19 pandemic has worsened and complicated efforts to recruit and hire these workers. First, the availability of persons to do substitute work is impacted and constrained by the public health situation at home (e.g. need to stay-at-home to care for family) and work (e.g. ability to wear masks all day). Second, there is a high demand for substitutes who possess computer skills. The best substitutes have a measure of skills, knowledge and ability to learn and use on-line software programs. These conditions make recruiting quality substitutes more difficult than ever before.

Consequently, ACPS plans to increase the human resources (HR) capacity to recruit and hire substitutes by partnering with a vendor to provide additional substitute workers for the school

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division. This past May, ACPS posted a request-for-proposals (RFP NO. 1126 Substitute Staffing & Management Services) to find a firm to provide substitute staffing services for teachers and teacher specialists including School Nurses, Social Workers and Counselors as well as Paraprofessionals.

The vendor would be responsible to employ and to provide all management, personnel, and employment services to the District including, but not limited to, training, employment, financial, tax withholding, workers' compensation, insurance, social security, management and oversight for the staffing of substitute staff. Staffing includes both short term and long-term assignments. ACPS is currently working to determine the final scope of services and approve a contract with the potential vendor. We will also inform the substitute applicants (and our principals, staff and board) about the program once we finalize requirements for the administration and logistics of the program.

The use of a third-party vendor for recruiting is similar to the highly-successful classroom monitor program used this past Spring. This means that the substitute staff recruiting program will be a combination of our typical ACPS substitute hiring program plus the vendor substitute service. This dual-sourcing approach will help ensure we have the available, trained and qualified substitutes for the upcoming school year. This is a proactive and strategic-planning approach to provide ACPS with the additional recruiting capacity to fill our substitute needs for the year.

RECOMMENDATION: The Superintendent recommends the School Board to review the information contained in this brief.

IMPACT:

Help create positive organizational culture.

ATTACHMENTS:

1. RFP 1126: Substitute Staffing & Management Services

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