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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

February 6, 2023

(X) Action Required

Due date: March 15, 2023

(X) Informational

BULLETIN NO. 006-23 EDUCATOR GROWTH AND DEVELOPMENT

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District Human Resources

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Data Collection of Substitute Teachers Hiring and Compensation

CONTACT: Avram Bourdeau, Data Analyst, Title II, Part A
360-725-6365, EducatorData@k12.wa.us

PURPOSE/BACKGROUND

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 SharePoint folder accessibility issues.

The due date for the data submission is March 15th.

The following resource document is attached to help districts accurately report this data collection:

- Reporting Substitute Teacher Hiring and Compensation
 - This document provides an overview of what information will be collected and how districts should organize that data.

Districts should wait for the data collection file to become available on February 15th before attempting to access the SharePoint folder. Via the link, districts will have access to update their substitute data until 5:00 pm, March 15th, at which time the folder will be locked.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, the data collection, and subsequent public reporting, please contact Avram Bourdeau, Data Analyst, at 360-725-6365 or email EducatorData@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Michaela W. Miller, Ed.D., NBCT
Deputy Superintendent

Cindy Rockholt, NBCT
Assistant Superintendent
Educator Growth and Development

Kaori Strunk, Ph.D
Director of Educator Data
Title II, Part A

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Attachments:

- Reporting Substitute Teacher Hiring and Compensation

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