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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

February 8, 2024

( X ) Action Required

Due date: March 29, 2024

( X ) Informational

## BULLETIN NO. 011-24 EDUCATOR GROWTH AND DEVELOPMENT

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
School District Human Resources  
CEDARS Data Administrators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Data Collection of Substitute Teachers Hiring and Compensation

CONTACT: Cameron Smith, Senior Data Analyst, Professional Certification Office  
360-725-6365, [EducatorData@k12.wa.us](mailto: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 16th–March 29th. 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 2022–23 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 the Educator Equity Data Collection Tool managed by the Title II, Part A program office. A district staff member will be able to access the tool and start entering their data on February 16th, into the Substitute Teacher Hiring and Compensation tab and submit the data by March 29th.

This data submission is a completely separate data submission to the federally required data submission which is scheduled to close June 30th. The Substitute Teacher Hiring and Compensation tab will be deactivated on March 29th at 11:59 pm.

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 29th.

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" or "Unknown" and will not be analyzed for support needs for effective substitute teacher hiring, recruiting and retention.

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.

## **INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, the data collection, and subsequent public reporting, please contact Cameron Smith, Senior Data Analyst, at 360-725-6365 or email [EducatorData@k12.wa.us](mailto: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

Susan Lathrop  
Assistant Superintendent  
Educator Growth and Development

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

BULLETIN NO. 011-24 EGAD

February 8, 2024

Page 3

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Attachments:

- Reporting Substitute Teacher Hiring and Compensation

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