



## MEMORANDUM

**TO:** Jessica M. Avery, *Director of Human Resources*

**FROM:** Dr. John B. Gordon III, *Superintendent* ~~8/23/24~~  
Dr. Rodney J. Brown, *Chief of Administrative Services*

**DATE:** July 25, 2024

**RE:** Long-Term Substitutes

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As of July 29, 2024, there are 130 teaching vacancies. Below is the chart of the number of long-term substitutes for the 2024-2025 school year as well as additional information regarding substitutes.

**Priority Substitute** - A substitute that works Monday-Friday and is placed in classes to cover day to day subbing.

**Long-Term Substitute** - A substitute that covers a class more than 15 days consecutively.

**Background Checks** - Fingerprinting and Child Protective Service checks take quite a bit of time which in turn causes the need for long-term substitutes (unable to put hired teachers in classrooms immediately.) Substitutes may remain in classes until hired staff backgrounds have returned.

Due to teacher shortages, the Human Resources and Professional Learning departments are working collaboratively to ensure long-term substitutes are given the same support given to new teachers.

tlg  
M# - 037

Attachment

Copy to: Wendy Forsman, *Chief Financial Officer*  
Dr. Okema Branch, *Chief Academic Officer*  
Dr. Stenette Byrd III, *Chief of Schools*

<b>Level</b>	<b>Total Vacancies</b>	<b>Total number of Long-Term Subs Placed</b>
<b><i>BTWES</i></b>	7	4
<b>CES</b>	5	1
<b>EFES</b>	7	5
<b>FBES</b>	6	4
<b>HES</b>	15	8
<b>KSES</b>	1	NA
<b>MBES</b>	6	3
<b>NPES</b>	4	2
<b>NSES</b>	2	1
<b>OES</b>	2	NA
<b>SWES</b>	2	1
<b>CFCMS</b>	8	1
<b>FGMS</b>	1	NA
<b>JFKMS</b>	8	NA
<b>JYMS</b>	2	NA
<b>KFMS</b>	15	10
<b>KFHS</b>	10	7
<b>LHS</b>	10	NA
<b>NRHS</b>	15	9
<b>CCAP</b>	4	1
<b>TWS</b>	0	0
<b>Total All Schools</b>	<b>130</b>	<b>57</b>