

Office of the Superintendent of Schools  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

October 2, 2019

MEMORANDUM

To: Members of the Board of Education  
From: Jack R. Smith, Superintendent of Schools  
Subject: Update on Teacher Substitute Recruitment (08-29-19-02-C)

During Board/Superintendent Comments, Ms. Dixon requested the following information:

**Question**

Please provide an update regarding the process regarding gaining substitutes in the system.

**Response**

At the July 11, 2019, Board of Education meeting, the Board heard a presentation that detailed the proposed updates to Montgomery County Public Schools (MCPS) Regulation GEF-RA, *Substitute Teachers*. The regulation subsequently was revised and based on the proposed change and feedback from the Board, the language in the regulation specific to substitute qualifications reads:

*To be considered for substitute teaching, each applicant must present proof of the completion of the minimum of an associate's degree or 60 college credits from an accredited institution by submitting official transcript(s). A record of relevant paid experience and satisfactory performance working with children in the prekindergarten to high school age range may be accepted after review of the candidate's record, if a candidate has not completed all of the college credits specified above.*

After making this change, staff in the Office of Human Resources and Development (OHRD) has taken the following steps to expand its recruitment efforts of substitute teachers to capture applicants who previously may not have applied.

- Issued a press release that highlights the updated qualifications;
- Created a new [Substitute Information web page](#) that highlights the updated qualifications;
- Conducted outreach with community partner organizations and educational institutions; and
- Continues to hold monthly job fairs to recruit and hire substitute teachers.

While early in the process, MCPS has hired 167 new substitute teachers for the 2019–2020 school year. Of those 167 substitute teachers, 155 have bachelor's or advanced degrees. In addition, there are 59 applicants scheduled to attend the next substitute teacher job fair on October 17, 2019.

As we refine our recruitment and communication efforts related to the new substitute teaching requirements, we anticipate an increase in the number of candidates for substitute teaching positions with associate's degrees or 60 college credits. Staff in OHRD continues to work in collaboration with staff in the Office of Communications to implement a communication plan to share with the community and community partners, such as Montgomery College, the updated qualifications and opportunity for individuals to support our schools and gain employment.

Overall, as of September 17, 2019, MCPS has a total of 2,643 substitutes. Of these, 1,988 have completed the required compliance training and have been cleared to fill teacher vacancies. The remaining 655 substitutes will be cleared to work once they complete the required training.

If you have any questions, please contact Dr. Andrew M. Zuckerman, chief operating officer, at 240-740-3050.

JRS:AMZ:LD:jnm

Copy to:  
Executive Staff  
Ms. Webb