

Board Report: Substitute Staffing Update

Kimberly School District

Board Report: Substitute Staffing & Fill Rates FY25-26

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Overview

The Kimberly School District maintains a stable and effective substitute pool of **76 active substitutes**, consisting of both experienced returning substitutes and new hires added during the current school year.

Interest in substituting at KSD remains strong, with minimal recruitment or advertising required.

Currently, **8 substitute applications** are on hold due to the overall size and stability of the substitute pool.

Substitute Coverage Snapshot

Reporting Period: August 19, 2025 – February 10, 2026

(Includes Kimberly School District and RISE Charter)

- Total leave entries (Red Rover): 2,444
 - Leaves not requiring a substitute: 1,005
 - Leaves requiring a substitute: 1,439
 - Filled assignments: 1,368
 - Unfilled assignments (covered in-house): 71
 - Average fill rate: 95.07%
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Staffing Trends & Observations

- The highest number of unfilled substitute-required positions on a single day was **4 unfilled assignments**, occurring only **3 times district-wide**.

- Most unfilled assignments are associated with same-day illness-related absences entered the morning of the assignment.
- Observations indicate that same-day unfilled assignments are most often unaccepted by substitutes due to family illness (as many substitutes have children who attend KSD), personal scheduling conflict such as limitations for accepting last-minute assignments.
- **RISE Charter and support staff roles continue to be the most challenging to fill.**
 - Substitute-facing job titles were previously broad and unclear, which may have contributed to lower acceptance rates specific to RISE
 - Job titles have since been updated to include clearer grade-level and subject descriptions.
 - The district will continue monitoring fill rates to assess the impact of these changes.
 - At this time, no definitive trend has been identified to fully explain this challenge for the other supporting roles.
- **Of the 71 unfilled assignments:**
 - 56 involved RISE Charter or Paraeducator positions
 - 14 involved teacher positions
 - 1 involved a secretary position

Summary

- There are no significant concerns regarding the current substitute pool. Coverage remains strong, with staffing needs being met effectively across the district and RISE Charter.