

## **Board Report: Substitute Staffing Update**

**Kimberly School District**

## **Board Report: Substitute Staffing & Fill Rates FY25-26**

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**Date: February 10, 2026**

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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.

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### **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

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## 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.