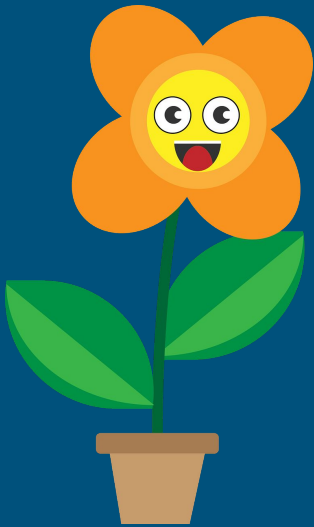




# Ed Tech Staffing

July 12, 2023



## Why are we having this discussion?

We have 38 positions open in Special Education

Open Ed Tech Positions:

- Special Education Ed Tech II (CJL) - 1 Applicant
- Ed Tech II, Self-contained (SPE) - 0 Applicants
- Ed Tech III - Self Contained Grade 1 & 2 (SPE) - 2 Applicants
- Ed Tech II ESSER (MCS) - 2 Applicants
- Special Education Ed Tech II - ESSER (CJL) - 0 Applicants
- Special Education Ed Tech II (SMS) - 0 Applicants
- First Grade Literacy Ed Tech II (MCS) - 2 Applicants
- Ed Tech I or II (STARS - SHS) - 1 Applicant
- Ed Tech III - ESSER (SRTC) - 3 Applicants
- Special Education Ed Tech III (SMS) - 3 Applicants
- Ed Tech II - SEAL Program (2) - 0 Applicants
- Ed Tech II - resource positions SMS (2) - 6 Applicants
- Middle School Educational Technician (BRIDGE Program) - 1 Applicant
- Elementary Educational Technician (BRIDGE Program) - 0 Applicants
- High School Educational Technicians (BRIDGE Program) (2) - 1 Applicant



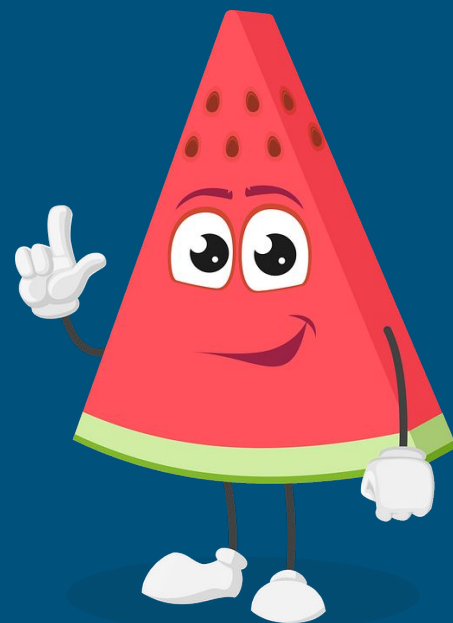
## Comparison (6 schools - Biddeford, Kennebunk (RSU 21), Massabesic (RSU 57), Noble (SAD 60), Westbrook, and Bonny Eagle(SAD 6))

### Steps:

- Sanford has 15 steps on its salary scale
- 1 school has 15 steps on its salary scale
- 2 schools have 20 steps on its salary scale
- 1 school has 25 steps on its salary scale
- 2 schools has 30 steps on its salary scale

### Differentials (additional per hour rate):

- Sanford does not pay differentials
- 3 schools pay differentials
- 3 schools do not pay differentials



## Comparison (6 schools - Biddeford, Kennebunk (RSU 21), Massabesic (RSU 57), Noble (SAD 60), Westbrook, and Bonny Eagle(SAD 6))

### Pay rates (Ed Tech base pay with no differentials and no special program):

- Many schools have increased their rates recently
- On average our lower side of our pay scale is between \$0.86 - \$1.73 lower per hour
- On average our high side of our pay scale is \$2.81 - \$4.48 lower (due to less steps) per hour

### Paid Holidays:

- Sanford currently pays 6 holidays a year
- 1 pays 6 holidays, 1 pays 9 holidays, 3 pays 11 holidays, 1 pays 13 holidays

### Hours:

- Sanford currently pays 32.5 hours per week
- 2 pays 32.5 hours, 1 pays 35 hours, 2 pays 37.5 hours, 1 pays 40 hours



# Proposal to address Ed Tech staffing challenges

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1. Increase rate of pay
2. Coordinated hiring plan
3. Special Education Staffing Action Plan originated from the Special Education Advisory Committee



## Increase in Rate of Pay

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### Items Discussed:

- Increased Hours
- Differentials for working in certain special education programs
- Pay additional Holidays
- Increase all wages by a percentage
- Add additional steps

### Proposal:

- Increasing the salary scale by an additional 3% (cost is \$72,733)
- Changing from a 15 step scale to a 25 step scale (cost is \$35,000)
- Adding a differential of \$3.00/hour to Bridge Program Ed Techs (cost is \$28,000)
- Adding a differential of \$1.00/hour to all Self Contained/Behavior classroom Ed Techs (cost is \$70,880)
- Total cost of these four proposals is \$206,613. Funds will come from Carryover.



# Example of Pay Scale

Includes:

- 3% increase over 2023/2024
- Items in blue:
  - Added increase 20 years experience
  - Added increase 25 years experience



Yrs Service	Step	ET I	ET II	ET III	ET III L	ET III	ET III L
0	E01	15.97	15.97	16.48	16.48	19.31	19.31
1	E02	16.23	16.23	17.05	17.05	19.53	19.53
2	E03	16.39	16.39	17.48	17.48	19.69	19.69
3	E04	16.61	16.61	17.81	17.81	20.32	20.32
4	E05	16.83	16.83	18.58	18.58	20.96	20.96
5	E06	17.00	17.00	19.16	19.16	21.60	21.60
6	E07	17.21	17.21	19.95	19.95	22.25	22.25
7	E08	17.46	17.46	20.78	20.78	22.87	22.87
8	E09	17.46	17.46	20.78	20.78	22.87	22.87
9	E10	17.46	17.46	20.78	20.78	22.87	22.87
10	E11	17.62	18.79	20.91	22.08	23.02	24.19
11	E12	17.62	18.79	20.91	22.08	23.02	24.19
12	E13	17.62	18.79	20.91	22.08	23.02	24.19
13	E14	17.62	18.79	20.91	22.08	23.02	24.19
14	E15	17.62	18.79	20.91	22.08	23.02	24.19
15	E16	17.81	20.65	21.14	23.98	23.24	26.08
16	E17	17.81	20.65	21.14	23.98	23.24	26.08
17	E18	17.81	20.65	21.14	23.98	23.24	26.08
18	E19	17.81	20.65	21.14	23.98	23.24	26.08
19	E20	17.81	20.65	21.14	23.98	23.24	26.08
20	E21	18.52	21.36	21.98	24.82	24.17	27.01
21	E22	18.52	21.36	21.98	24.82	24.17	27.01
22	E23	18.52	21.36	21.98	24.82	24.17	27.01
23	E24	18.52	21.36	21.98	24.82	24.17	27.01
24	E25	18.52	21.36	21.98	24.82	24.17	27.01
25	E26	19.23	22.07	22.83	25.67	25.10	27.94

# Hiring Campaign



- School Spring is our current hiring platform, all positions are posted through School Spring
- Other posting sites:
  - Indeed is being used for the most needed and most difficult positions to fill as another means of getting the positions in front of more candidates
  - Looked at Live & Work in Maine, but the cost was high
  - Looking at the Maine Unemployment website to post positions
- Once we have new rates - promote the new rates
- Creating flyers to post around town
- Use in social media platforms - use same format as our flyers
- Order signs to place at intersections
- Put information on our electronic boards about open positions

# Sample Flyers *(Still need updating)*

**Sanford School Department**




**JOIN OUR TEAM**

<b>ED-TECH II</b> \$16-\$20.52/HR Minimum of 60 college credits	<b>ED TECH III</b> \$18.75-\$22.56/HR Minimum of 90 college credits
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"><li>• CURRENT MAINE CERTIFICATION AS AN ED TECH III</li><li>• CURRENT MAINE CHRC (FINGERPRINTING)</li><li>• CITIZENSHIP, RESIDENCY OR WORK VISA IN UNITED STATES REQUIRED</li><li>• NO EXPERIENCE REQUIRED</li></ul>	<b>BENEFITS</b> <ul style="list-style-type: none"><li>• HEALTH INSURANCE</li><li>• PAID TUITION REIMBURSEMENT</li><li>• PAID HOLIDAYS</li><li>• SICK/PERSONAL LEAVE</li><li>• SUMMERS AND SCHOOL VACATIONS OFF</li></ul>

DO YOU WANT A CAREER WITH SUMMERS AND SCHOOL VACATION WEEKS OFF?

**THE SANFORD SCHOOL DEPARTMENT IS HIRING!**



**ED-TECHS**

**Qualifications Required**

- Current Maine Certification as an Ed Tech III
- Current Maine CHRC (fingerprinting)
- No experience required
- Citizenship, residency or work VISA in United States required

Hourly Salary **\$16-\$22.56**

**Benefits**

- Health Insurance
- Paid Tuition Reimbursement
- Sick/Personal Leave

Apply at [sanford.org/page/employment-opportunities](http://sanford.org/page/employment-opportunities)

Contact Us  
**207-324-2810**

## Career Fairs

### Weekly career fairs

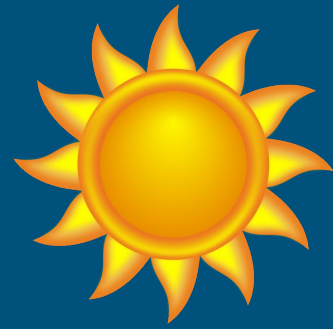
- Promoting and talking to potential employees
- Once rates are changed promote new rates
- Take applications at job fairs
- Interview on the spot *(Including Custodial and Food Service applicants)*
- Follow up the following day with potential employees





# Special Education Staffing Action Plan

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## Includes:

- Timely posting of open positions within 24 business hours of receipt of resignation
- Posted in School Spring upon Superintendent's approval
- Contact applicants within 48 business hours to set up an interview
- Make sure everyone is safety care trained before they start
- Focus on staff feeling valued
  - Current employees will benefit from pay rate changes
  - Create ways for Administrators to show support for staff
  - Create ways to get Ed Techs certifications to move up to the next Ed Tech level



# Questions

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