**Substitute Teacher Trai****ning Packet**

**- 2019 Edition -**

**Substitute Teacher Training Packet**

**Active Sub List:**

* + - Only those on the active substitute list are eligible to substitute.
    - You cannot be placed on this list until you have attended the required training and have submitted your Background Check Paperwork.
    - You are responsible for notifying the Front Office with any change in address, email address, or phone number.

**Once I’m on the sub list, then what?**

* + - Wait. Many of our subs will have relationships with UCS teachers. Teachers will likely request subs they know the best.
    - Flu season will likely be when many subs get their first shot at filling in at UCS.

**Professionalism**

* + - Dress for comfort, but in a way that sets you apart from the students.
    - Keep religious, political, and social beliefs to yourself.
    - Do not gossip about teachers or students.
    - Be friendly, positive, and enthusiastic.
    - Never leave students unsupervised.
    - Never be alone with a student.
    - Always show students respect.
    - Defer to a UCS Staff member or notify the front desk for help with serious behavior issues.

**On a Personal Note:**

* + - Do not take personal calls on your cell phone while subbing for a teacher. Please do not make calls or text during school hours.
    - If you have children in the school, please do not “check up” on them. It’s best to let them be and minimize your presence at the school in order for them to have a “normal” school day.

**Confidentiality:**

* + - Information obtained about students, including grades/performance must be kept confidential.
    - It is against the law to disclose information about a student.
    - Also, personal information regarding other teachers should not be publicly disseminated.

**First Aid and Safety:**

* + - Be sure to notice the Emergency Exit Map posted in the classroom near the door.
    - We have some students with health concerns. Be aware!
    - Our school has a Peanut-Free Policy, so please don’t bring food with peanuts for lunch or snack.
    - Encourage students to wash their hands before meals and after using the restroom. Only designated personnel should administer first aid.
    - NEVER give medicine to students or allow students to self-administer medications of any kind (including aspirin). Refer students who require medication to the Front Desk for supervision.
    - If illness is apparent, refer the student to the Front Desk. If the student does not return to class, check with the Front Desk to verify that the child was excused to go home.
    - Always remain with the class and send a pair of students to get help in the event of an emergency.
    - Report accidents or injuries to the Front Desk/Admin immediately.

**Medical Conditions:**

* + - Some students in your classroom or classes may have serious medical conditions such as life-threatening allergies, diabetes, etc.
    - Familiarize yourself with these issues in the event something goes wrong.

**Substitute Responsibilities:**

* + - Report to the office upon arrival to check in. You should be at school by 7:15.
    - Know policies and rules, and if in doubt, always ask.
    - Follow lesson plans as closely as possible.
    - At the end of the day, organize all materials and papers. Leave the room orderly.
    - You are not released from your duty until the conclusion of afternoon dismissal.
    - Return materials and equipment to their proper places.
    - We recommend leaving a note for the teacher regarding how the day went.

**What’s My Role?**

**In The Classroom:**

* + - * Let the assistant take the lead (unless otherwise noted).
      * Think ahead as to what needs to be done to keep things moving quickly without wasting time.

**Electives:**

* + - * If you are subbing for a “Specials” Teacher, you will be the lead. Follow the plans left and check out the important information in the Substitute Teacher Folder left by the teacher.

**Effective Instruction:**

* + - Start the class promptly.
    - Follow the lesson plans.
    - Address your students personally.
    - Make directions and instructions clear and concise.
    - In addition to giving oral directions, write them on the board.
    - State questions clearly, allowing time for students to think before responding.

**Getting Their Attention:**

* + - **Whisper** – Your first instinct in a situation where the entire class is noisy and off task is to raise your voice above the noise level of the room and demand attention. Instead, move to the front of the room and begin giving instructions very quietly. As students hear you, they will need to become quiet in order to understand what you are saying. When you have the attention of the entire class, you can then give instructions or directions as needed.
    - **Write and Erase** – Another way to get students attention is to write and erase the directions one word at a time. Students soon get involved trying to figure out what you are writing and you will have the undivided attention of the entire class.
    - **Raise Your Hand** – The substitute teacher coaches the students at the beginning of the day or class that when the substitute teacher raises his/her hand it means students should do likewise and become silent.

**General Structure of a Lesson:**

* + - Warm-up,
    - Statement of the objectives of the lesson,
    - Delivery of the lesson,
    - Guided practice,
    - Independent practice, and
    - Review/wrap-up activities.

**Discipline Tips and Techniques:**

* + - Be positive and pleasant, yet firm.
    - Be fair, firm, and consistent in your behavior.
    - Don’t major in minor issues!
    - Move around the room frequently to monitor students.
    - Correct students as *privately* as possible.
    - Don’t embarrass students in front of their peers.
    - Do not leave a class unattended for any reason.
    - Don’t punish the whole group because of a few individuals.