WELCOME to Substitute Teacher Training

CCPS Department of Staff Development
Sign in

Find a seat

Print your first name on name tag

Fill out index card with what you would like to learn from this training

Preview your Substitute Training Manual
Trainer
Introductions
Who is the Professional Substitute Teacher?

* Certificated employee in charge of the classroom in the absence of the regular teacher.
* Responsible for delivery of instructional program of the class.
* Ensure the education of each student
* Maintain care, welfare, safety, and security of students in the classroom.
* Responsible for the needs of the class.
* Ensures that established rules, procedures, and all assigned responsibilities are performed in an effective and professional manner.
Professional Checklist

* At home
* When you arrive at school
* In the classroom before school
* Throughout the day
* At the end of class
* Before you leave school
Bag O' Tricks

Name Tags
Extra Pens/Pencils
Puzzles and Mind Benders
$5.00
Business Cards
Personal Calendar
GOOD MORNING
My name is__________________

You will need the following items for class:

- textbook (open to page___)
- pen
- pencil
- paper
- notebook
- other supplies:
SUMMARY OF DAY'S EVENTS

Teacher's Name/Subject __________________________

Date __________________________

Substitute's Name __________________________

HOMEROOM-

1ST PERIOD-

2ND PERIOD-

3RD PERIOD-

4TH PERIOD-

5TH PERIOD-
6th Period-

7th Period-

General Notes and Comments-
Summary of Day’s Events

Teacher’s Name__________________________
Date______________________________
Substitute’s Name______________________
Morning Activities-

Language Arts-

Math-

Lunch-

Science-
Social Studies-

Resource Class-
(Art, Music, Library, P.E., Computer)-

Recess-

Dismissal-

General Notes and Comments-
Extra Pens and Pencils
Core Values OF CHESTERFIELD COUNTY

RESPECT
HONESTY
RESPONSIBILITY
ACCOUNTABILITY
Classroom Management

* Remember
* Respecting Students
* Review Chesterfield’s Core Values
* Seating Charts
* Staying in Control
* Eye Contact
* Train Your Voice
* Positive Reinforcement
* Praise and Correction Guides
* Correlation of Success and Student Behavior
* Teach from Back of Classroom
* Unoccupied Student Time
* Ignore Minor Unacceptable Behavior
* Typical Classroom Rules
* Parent/Guardian Contact
* Passes to Leave Classroom
* Isolating Students
* Arguing With Students
* Use of Threats
* Respect Students
* Model Positive Behavior
* Listen Before You Discipline
* Logical Consequences
* Office is the LAST resort
TEN VARIABLES THAT AFFECT DISCIPLINARY COMPLIANCE
Exercising Professional Judgment

DO ...

- Maintain a professional distance
- Keep classroom door open when talking to students
- Use verbal praise and reinforcement
- Respect students and their cultural backgrounds
Exercising Professional Judgment

DO NOT...

- Try to be a buddy to students.
- Meet alone with students.
- Behave inappropriately.
- Leave students unsupervised.
- Make sarcastic remarks.
DO NOT...

- Use corporal punishment.
- Chaperone non-school sponsored events.
- Drive students in your car.
- Make calls or write personal messages to students.
- Disregard cultural backgrounds.
DO NOT...

- Tell inappropriate jokes.
- Gossip.
- Criticize.
- Make negative comments.
- Forget to laugh.
5 Minute Break
1. Maintain a professional barrier between you and students.  True
2. Keep the classroom door closed when talking privately to a student.  False
3. Avoid any behavior that could be misinterpreted when interacting with students.  True
4. It is OK to grab a cup of coffee once you've settled class and they have begun working.  False
5. Use verbal praise and reinforcement.  True
Test continued ...

6. Substitutes can get away with using corporal punishment because they may not know all of the laws governing disciplining students.  
   **False**

7. It is appropriate to reward your students with a trip to Pizza Hut after school if they have been good.  
   **False**

8. DO NOT take children home or transport them in your car.  
   **True**

9. DO NOT make telephone calls or write notes of a personal nature to students.  
   **True**
10. Respect students and their cultural backgrounds.  True

11. Warn students to cover their ears before telling a racial joke.  False

12. One of the advantages of being a substitute teacher is to get the inside scoop on what is going on in a particular school so you can share it with the community.  False

13. Avoid criticizing others.  True
Students With Special Needs

Gifted Students

Students with ADD
ADHD Students
LD Students
Students with 504 Plans
- Need guidance to expand.
- Want to learn.
- Instant processors.
- Listen!
- Allow them to help other students.
- Do not be intimidated!
- Do not "put down."
**Special Needs**

- ADHD
- 504
- LD

- Difficulty focusing
- Inattentive behaviors
- Difficulty staying on task
- Visual or auditory difficulty
Working with Students with Special Needs

Suggestions – Strategies
Modifications - Adjustments

- Getting Started
- Staying on Task
- Staying in Seat
- Following Directions
- Working Independently
Strategies for ADHD

- Environmental Interventions
- Interpersonal Interventions
- Be Understanding, Firm, and Caring
Elementary

Hallway Tips:
* In the classroom
* In the hall
* In the end
* Practice makes perfect
Four Levels of Crisis Development

1. Anxiety/Agitation Level
2. Defensive Level
3. Acting-out Physically Level
4. Tension Reduction Level
Office Alert Pass
(Emergency Only)

Administrator Needed Immediately

_____        __________________
(Room #)                (Teacher’s Name)
Disciplinary Scenarios

1. Minor Misbehavior
2. Students Who Refuse to Work
3. Will Not Follow Instructions
4. Will Not Be Quiet
5. Activity Transitions
I __________________ have refused to do the assignment for the following reason:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student signature __________________________

Substitute teacher __________________________
6. Problem Students – Strategies
7. Switching Seats
8. Profanity or “Put-Downs”
9. Fights, Threats, Weapons, Drugs
10. Sexual Harassment
2007 – 2008
STANDARDS
FOR
STUDENT CONDUCT
AND
ATTENDANCE
Appendix

* Business Card Sample
* Internet Resources
* Classroom Rules – Sample
* Key – Exercising Professional Judgment Practical Activity
* Office Alert Pass
Recipe for a Successful Day

► Add your BEST EFFORT
► Sprinkle in LAUGHTER
► Stir in LOVE for the children
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