

# Substitute Teacher Handbook

## **FORWARD**

The purpose of the handbook is to provide you with information which will clarify policies and procedures while enabling you to be more comfortable and effective in the classroom.

It is our belief that you represent a dedicated core of substitute teachers whose desire is to provide students with a quality educational experience. Please do not hesitate to contact either the building administration or the Human Resources Manager if you have any concerns regarding your role as an educator in Campbell County School District.

### **Technical Support**

Information Systems – 687-4568

### **Human Resources Support**

Subs Last Name A-M – Kelcie Oltmanns – 687-4514

Subs Last Name N-Z – Kristi Bell – 687-4513

# Table of Contents

<b>1. SUBSTITUTE TEACHER.....</b>	<b>Page 4</b>
1.1 Nature and Scope of Job.....	Page 4
1.2 Essential Job Function.....	Page 4
1.3 Job Qualifications.....	Page 5
1.4 Job Requirements.....	Page 5
1.5 Certifications.....	Page 6
1.6 Substitute List.....	Page 6
1.7 Securing an Assignment.....	Page 7
1.8 Dress.....	Page 7
1.9 Reporting For an Assignment.....	Page 7
1.10 Expectations.....	Page 7
1.11 Evaluations.....	Page 8
1.12 Record of Time Worked.....	Page 8
1.13 Pay.....	Page 8
1.14 Cancellations.....	Page 9
1.15 Substitute Teacher Meetings.....	Page 10
1.16 Mileage Reimbursement.....	Page 10
1.17 Name Tags.....	Page 10
1.18 Special Needs Students.....	Page 10
<b>2. FERPA.....</b>	<b>Page 11</b>
<b>3. CCSD – SCHOOL LOCATIONS &amp; ADMINISTRATORS.....</b>	<b>Page 12</b>
<b>4. SUBSTITUTE HOW TO'S.....</b>	<b>Page 15</b>
4.1 Using First Class.....	Page 15
4.2 Downloading First Class For Home Use.....	Page 16
4.3 Taking Attendance.....	Page 17
4.4 Approving Passes from Student Device.....	Page 18
<b>5. SUBSTITUTE GENERAL EXPECTATIONS.....</b>	<b>Page 19</b>
5.1 Expectations.....	Page 19
5.2 Classroom Management.....	Page 19
5.3 Establish Your Rules.....	Page 19
5.4 Follow the Lesson Plans.....	Page 20
5.5 Professionalism.....	Page 21
5.6 Trusting Those We Know.....	Page 22
5.7 Communication.....	Page 22
5.8 Conclusion.....	Page 22
<b>6. SUBSTITUTE CHECKLISTS.....</b>	<b>Page 23</b>
<b>7. CLASSROOM MANAGEMENT.....</b>	<b>Page 25</b>
7.1 Starting the Day and Setting the Tone.....	Page 25
7.2 Getting Started.....	Page 25
7.3 Challenging Scenarios.....	Page 27
7.4 Emergency Procedures.....	Page 34
7.5 Conclusion.....	Page 35
<b>8. SUBSTITUTE HINTS AND SUGGESTIONS.....</b>	<b>Page 36</b>
<b>9. SUBSTITUTE MISCELLANEOUS.....</b>	<b>Page 38</b>
9.1 Substitute Teacher Report Example.....	Page 38
9.2 Getting A Permanent Job.....	Page 39

## **I. SUBSTITUTE TEACHER**

---

### **1.1 Nature and Scope of Job**

To replace the regular classroom teacher in his or her absence. To provide as closely as possible the same successful instructional and learning environment that would exist if the regular classroom teacher were in attendance.

### **1.2 Essential Job Functions**

1. Follows the plans left by the regular teacher as closely as possible.
2. Follows the procedures, rules, and routines of the regular classroom teacher as described in building policy and substitute instructions left by the regular teacher.
3. Maintains a detailed, accurate, and legible account of the material covered during the regular teacher's absence.
4. Provides written explanation if plans of the regular teacher were not followed.
5. Maintains a written record for the regular classroom teacher of classroom management issues that need to be known by or followed up on by the regular classroom teacher.
6. Confers with the office secretary/clerk upon arrival to substitute for the purpose of learning of any additional duty responsibilities.
7. Confers with department head, grade level teacher, or principal if there is a question about plans or expectations of the substitute.
8. Creates a classroom environment conducive to learning and appropriate to the level being taught.
9. Strives to maintain and improve professional competence as a substitute teacher.
10. Maintains accurate, complete, legible, and correct records of substituting experience as requested by district or building substituting policy or handbook.
11. Takes necessary precautions to protect students, equipment, materials and facilities.
12. Conducts oneself in a business-like and task-oriented manner.
13. Remains in the building during the hours assigned as a substitute.
14. Acquaints himself/herself with district and individual building policies affecting substitute teaching.
15. Maintains maximum supervision of assigned students at all times.
16. Maintains confidentiality of all information concerning students, staff, or parent/guardian in any public setting and chooses the appropriate time, place, and supervisor to discuss school/substitute related issues.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB.

### **1.3 Job Qualifications**

KNOWLEDGE, SKILLS, AND MENTAL ABILITY:

- Possess group dynamics and interpersonal skills with both peers and students.
- Possess the ability to plan appropriate educational activities for students when there are no plans available or when assigned because of an emergency.

EDUCATION, LICENSE, CERTIFICATION, OR FORMAL TRAINING:

- Possess a valid substitute certification issued by the Professional Teaching Standards Board of the State of Wyoming.

EQUIPMENT USED:

- Copier
- Computer

PHYSICAL DEMANDS:

- Lower body strength to stand, walk, or sit for periods of time up to 3 hours throughout the work day.
- Upper body strength to lift 50 pounds and carry more than 25 feet throughout the work day.
- Possess visual acuity and auditory strength to maintain visual and auditory control of a classroom of 15 to 70 students for up to a maximum of 100 feet.
- Possess the ability to stoop, kneel, crouch, and/or reach from ground level to a height of at least 5 feet.

ENVIRONMENTAL DEMANDS:

- Air conditioned buildings.
- Occasional exposure to weather extremes.
- Be able to tolerate noise up to 90 decibels.
- Some employees may be occupationally exposed to blood-borne pathogens and other potentially infectious materials based on task and procedures required.

### **1.4 Job Requirements**

1. Certified by the Professional Teaching Standards Board of Wyoming.
2. Previous successful substituting for Campbell County School District or positive recommendations from reference checks.
3. Completion of all necessary paperwork required by Campbell County School District.
  - District Substitute Teacher Application Form
  - Substitute Teacher Data Sheet
  - W-4 Form for income tax purposes

- I-9 Form required by U.S. Government
  - Acceptance Letter
  - Orientation Form
  - Hazardous materials training
  - Drug Free School training
  - Blood-borne Pathogens training
4. A Blood-borne Pathogen review is done every year with substitute teachers. This review has been incorporated in the **annually required in-service**.

## 1.5 **Certifications**

1. Each substitute must be certified before substituting will be permitted.
2. If a person's certificate has expired, that person will be removed from the list of eligible substitutes.
3. Each person is responsible for his/her certification and renewal of their certificate. A substitute permit is valid for five (5) years. One must have 3 credits for renewal.
4. Completion of:
  - Substitute Permit or Application form
  - Official transcript showing sixty-five (60) acceptable semester hours earned from an accredited institution, or
  - Wyoming State and United States Constitution tests.
  - As of January of 1994, all substitute teachers must acquire 5 semester hours of transcript credit or other credit approved by the Professional Teaching Standards Board. All credits must be earned within the validity dates of the certificate/permit.
  - New applicants will need to be fingerprinted before they can be issued a substitute certificate.

## 1.6 **Substitute List**

1. Once a person is accepted as a substitute teacher and becomes certified, his/her name will be placed in *SmartFindExpress*.
2. A substitute may desire to go to the various buildings and introduce himself/herself to the principal, however, a person may not substitute until his/her name is included on the official substitute list.
3. It is the substitute's responsibility to renew the position annually.
4. If you will be unavailable for any length of time, please indicate it in *SmartFindExpress*. This will help avoid unnecessary calls from the secretaries.

## **1.7 Securing An Assignment**

1. Each school has an assigned person who will contact a substitute to schedule an assignment or the *SmartFindExpress* system will contact you.
2. Each assigned person must make certain that the location of the school and reporting time is known when the assignment is being requested.
3. The substitute will be required to accept or reject the assignment at the time the assignment is requested.

## **1.8 Dress**

1. With every new classroom you sub for, you'll be making a first impression. What you wear sets the tone for how students view you and it can also affect how you carry yourself, influencing your demeanor and productivity. Business casual or professional attire is generally preferred. Exceptions to this are for specific classes such as physical education or certain career technical education classes. In each case appropriate clothing is required.
2. Please Note: Fridays are jeans days for all Campbell County School District employees. Therefore, you may also wear jeans. There may be other special days during the school year that you could wear jeans – you should check with the secretary when you secure an assignment.

## **1.9 Reporting For an Assignment**

1. Report in adequate time to prepare for an assignment (20 minutes before class starts).
2. Check in with the office secretary to confirm assignment and receive directions.
3. Study any rules and regulations of the school.
4. Clarify if there are additional supervisory duties.
5. Check for specific directions as to how the class is to be conducted.
6. Check for items that are available: lesson plans, direction for completing various forms, attendance and lunch count information, seating chart, grade book and any special instructions.
7. Become familiar with emergency drill procedures.

## **1.10 Expectations**

1. The substitute will follow the directions left by the teacher.
2. The substitute will maintain classroom discipline.
3. The substitute will leave a short paragraph for each class stating work attempted, problems encountered, and other information relevant to the assignment.
4. The substitute will remain in the assigned teaching area except during regularly scheduled preparation periods, lunch periods or personal or student emergencies. Check out time at the end of the day is 20 minutes after students are dismissed.

5. In some cases, you be asked during the preparatory period to help cover a class or perform other assigned duties.
6. The substitute will have another teacher (or in an emergency, an aide) watch the class if the substitute is required to leave the assigned area.

### **1.11 Evaluations**

1. A substitute will be evaluated for the first time they sub for a classroom teacher and as many times thereafter as deemed appropriate by the classroom teacher.
2. All negative evaluations will be sent to you via email. It is your responsibility to contact the teacher and resolve any issues that may have occurred.
3. A copy of these evaluations will be placed in the substitute's personnel file.
4. A substitute has the right to view his/her personnel file.
5. Substitutes are evaluated by the teacher for whom they are substituting. The evaluations are reviewed by building administrators and Human Resources. Upon receipt of two negative evaluations, a letter of concern will be sent to the substitute. Upon receipt of the third negative evaluation, a conference will be held between the substitute and Human Resources Manager. Substitutes may be removed from the district's list as a result of negative performance evaluations.

### **1.12 Record of Time Worked**

1. Substitute Teacher time worked is entered into the computer system by building secretaries.
2. Substitute Teachers should keep a personal record of time worked and verify it against the list of days that are entered in *SmartFind Express*.
3. When discrepancies are seen the substitute teacher should contact the specific school where the discrepancy lies.
4. Pay periods run from the eleventh day of the month through the tenth day of the following month.

### **1.13 Pay**

#### **\*\*Substitute pay will be re-evaluated in the Spring of 2024\*\***

1. Substitutes are paid on the 22<sup>nd</sup> of the month. Checks will be mailed the day before payday in the U.S. mail.
2. A substitute teacher subbing for a certified employee or for special programs will receive \$150.00 per day, **for the 2023-2024 school year**. If you sub less than a full day, the stipend is divided into quarter day increments:

0-2 hours = \$37.50

2-4 hours = \$75.00

4-6 hours = \$112.50

6+ hours = \$150.00



3. There are a few schools in the district on a 4-day schedule (Monday through Thursday) – 4J Elementary, Little Powder School, Recluse Elementary, Cottonwood Elementary, Wright Junior/ Senior High School and Westwood High School. The pay schedule is \$20.00 more a day for these schools as their school day is longer. The pay is broken out as follows:
  - 0-2 hours = \$42.50
  - 2-4 hours = \$85.00
  - 4-6 hours = \$127.50
  - 6+ hours = \$170.00
4. After substituting for ten consecutive days in the same certified position, either half-time or full-time, the daily rate will be increased by \$20.00. This does not apply to homebound assignments. This will be paid on regular substitute teachers checks, not as a bonus. If extenuating circumstances prevent you from fulfilling the consecutive days beyond the ten, you will still be paid the long term rate.
5. After substituting for 90 consecutive days in the same certified position, a substitute who has an appropriate standard teaching certificate in the State of Wyoming and also certified in the area they are teaching will be placed on a contract if there is an open position. The contract can include a termination notice for the end of the school year. If no open position, the sub teacher will be paid a daily rate equal to their placement on the certified salary schedule. A long term substitute can fill a position until a fully certified teacher either returns to the position or is hired. Title 1 schools with a long term sub must provide a letter to parents informing them that the teacher is not highly qualified after 45 consecutive days.
6. Substitute teachers who feel they have performed additional duties beyond the required planning and teaching expectations, i.e. report cards, may qualify for additional compensation, and should contact the Human Resources Manager.
7. Substitute nurses will receive \$170.00 per day. After substituting for ten consecutive days in the same certified position, either half-time or full-time, the daily rate will be increased by \$20.00. This will be paid on regular substitute nurses checks, not as a bonus.
8. Substitutes can serve as homebound instructors. If you are interested in being added to the homebound substitute list, please call the Human Resources office. Homebound instructors receive \$25.00 per hour for 7 to 12 hours per week.

## **1.14 Cancellations**

1. If a school reserves a substitute teacher then re-contacts that substitute to cancel the assignment, the school canceling must give the substitute notification 12 hours prior to the assignment. If this does not happen, you may be eligible for some compensation. **You will not be reimbursed for cancellations due to weather or canceled activities.** Please contact Human Resources with any questions.
2. If a substitute works a full early release day – the substitute will be paid for the entire school day.

3. A substitute may cancel a job in *SmartFindExpress* 24 hours prior to the start of a job. If you have an emergency and must cancel a job less than 24 hours to the start of a job, you must call the secretary at the school where the job is scheduled. *SmartFindExpress* will not allow you to cancel a job less than 24 hours prior to the assignment.

### **1.15 Substitute Teacher Meetings**

Substitute teacher meeting dates are scheduled on an as needed basis. You are expected to attend any meeting that may be scheduled during the school year.

### **1.16 Mileage Reimbursement**

1. According to Regulation 4130-R Mileage Reimbursement, Substitute teachers will be reimbursed for mileage from their home to distant schools minus the 20-mile provision. For the purpose of this regulation, distant schools are Recluse, Little Powder, 4-J, Cottonwood, and Wright Junior/Senior High School. Mileage reimbursement will only be paid to substitute teachers who utilize the approved, adopted mileage form and will be subject to the approval of the Human Resources Department.
2. A substitute teacher will be reimbursed mileage from one school location to another including in town schools if required to change locations during the school day as part of the classroom teacher's regular assignment.

### **1.17 Name Tags**

Every substitute must have picture ID when they go into a building. Your picture ID will be made in the Human Resources office and will be available for pick up at the Human Resources Department approximately a week after your picture was taken.

### **1.18 Special Needs Students**

Every building will have a separate packet available when substitute teachers arrive regarding students requiring additional attention.

## II. FERPA

---

The Family Education Rights & Privacy Act (FERPA) provides for the privacy of Education records and ensures access to educational records by parents and student. All employees of the Campbell County School District are expected to maintain confidentiality of student education records as prescribed by law.

Things to Know Regarding FERPA:

1. Do not discuss individual student achievement with others.
2. Do not discuss student disciplinary actions.
3. Do not use outside e-mail to gather or share information on a student.
4. Do not reveal information pertaining to special services provided to a student.

Private & Identifiable information covered by FERPA may be shared among/with teachers, administrators, and substitute teachers for specific educational reasons. This information may not be shared for other purposes.

Hold as confidential any material or knowledge concerning the school (teachers, pupils, parents, principal, etc.) you gain while in a particular building. Student records that are available to substitute teachers are personal in nature and their contents must be treated as privileged communication. Student “records” are not to be discussed outside of the confines of the school.

### III. CCSD – SCHOOL LOCATIONS & ADMINISTRATORS

---

**AQUATIC CENTER:** 800 E. Warlow Drive.

**BUFFALO RIDGE:** 4501 Tanner Drive – Turn east off of Enzi Drive onto Shoshoni.

**CAMPBELL COUNTY HIGH SCHOOL:** 1000 Camel Drive – Take Camel Drive to the east of Douglas Highway (local name for Highway 59) Camel Drive goes by McDonalds and Smith’s.

**CONESTOGA:** 4901 Sleepy Hollow Boulevard – Take Highway 59 south to the Sleepy Hollow Subdivision sign and turn left. You will be on Union Chapel Road. Travel 2 miles then turn left onto Mather.

**COTTONWOOD:** 330 Wright Boulevard – This school is located in Wright, 38 miles south on Highway 59.

**EDUCATIONAL SERVICES CENTER:** 1000 W. 8<sup>th</sup> Street – West off 4-J Road on 6<sup>th</sup> or 8<sup>th</sup> Street.

**4-J:** 2830 Highway 50 A – Take Highway 50 south. 4-J School is on the right – approximately 28 miles.

**HILLCREST:** 1500 S. Butler Spaeth Road.

**LAKEVIEW:** 1017 Gabriel Drive – Corner of Gurley Ave. and Warlow Drive.

**LAKEWAY LEARNING CENTER:** 525 W. Lakeway, behind Synergy Dental Center.

**LITTLE POWDER:** P.O. Box 100, Weston, WY – Go north on Gurley (turns into Highway 59) – approximately 45 miles from Gillette.

**MEADOWLARK:** 816 E. 7<sup>th</sup> Street – East (1 block) off Highway 59 on 7<sup>th</sup> Street.

**PAINTBRUSH:** 1001 W. Lakeway Road – You can get to this school by Hwy 59 or 4-J Road. This school is on the corner of Boxelder and Lakeway.

**PRAIRIE WIND:** 3400 Westover Road.

**PRONGHORN:** south on 4-J to Oakcrest Drive, turn right.

**RAWHIDE:** Prospector Parkway, Rawhide Route – Follow 14-16 past the airport (signs will say west, but you will be going north). You will see the school and make a left turn off of the highway. It is approximately 7 miles.

**RECLUSE:** Recluse, WY – Follow 14-16 past the airport and turn right at sign to Recluse. It is approximately 35 miles from Gillette.

**ROZET:** P.O. Box 200, Rozet, WY – Take Interstate 90 east to Rozet exit. Turn right and cross the railroad tracks. It is approximately 15 miles from Gillette.

**SAGE VALLEY JUNIOR HIGH SCHOOL:** 1000 W. Lakeway Road – You can travel to this school by Highway 59 or 4-J Road. This school is on the corner of Harder Drive and Lakeway Road.

**STAFF DEVELOPMENT OFFICE:** 525 W. Lakeway, Suite #103.

**STOCKTRAIL:** 800 Stocktrail Avenue – Two blocks west off 4-J Road onto 8<sup>th</sup> Street.

**SUNFLOWER:** 2500 S. Dogwood Avenue – One long block east off 4-J Road onto Mahogany.

**THUNDER BASIN HIGH SCHOOL:** 4001 Saunders Boulevard – south on 4-J Road to Saunders Blvd., turn left.

**TWIN SPRUCE JUNIOR HIGH SCHOOL:** 7<sup>th</sup> Street and Gillette Avenue – This school is at the intersection of Gillette Avenue and 7<sup>th</sup> Street.

**WAGONWHEEL:** 800 Hemlock – east off Highway 14-16 on 4<sup>th</sup> Avenue.

**WRIGHT JUNIOR/SENIOR HIGH SCHOOL:** 220 Wright Blvd.

**WESTWOOD HIGH SCHOOL:** 7 Opportunity Spur – Left on Enzi Drive – between Gillette College and the Tech Center.

**YES HOUSE:** 905 North Gurley – North off of Warlow Drive.

SCHOOL	ADMINISTRATOR	PERSON RESPONSIBLE FOR CALLING	SCHOOL PHONE	HOME PHONE	SCHOOL TIME
Aquatic Center	Phil Rehard	Traci Chick, Secretary	686-3757		8:45 – 3:30
Buffalo Ridge	Nate Cassidy	Nicole Hamilton, Secretary	686-3058		8:40 – 3:40
Campbell Co. High School	Chad Bourgeois Jason Garman Chris Rashleigh Kristina Shields	Lluvia Enriquez Rodriguez, Secretary	682-7247	670-4239	7:50 – 3:00
Conestoga	Melanie Sylte	Wendy Hagen, Secretary	686-2373	660-7390	8:40 – 3:40
Cottonwood	Derek Barnhurst	Kelli Strohschein, Secretary	464-0584	689-2264	7:50 – 3:45 Mon – Thur
4-J	Derek Barnhurst	Amanda DeBoer, Secretary	682-3076	970-640-6052	8:00 – 3:45 Mon – Thur
Hillcrest	Brad Gregorich	Crystal Branson, Secretary	682-7291	406-208-6081	8:40 – 3:40
Lakeview	Dale Peterson	Laura Mayo, Office Clerk	682-7293	257-4638	8:40 – 3:40
Little Powder	Lindy Watt	Delight Harris, Secretary	682-2725	689-4122	7:40 – 2:40
Meadowlark	Lindy Watt	Raelyn Wortman, Secretary	682-4740	680-0613	8:40 – 3:40
Paintbrush	Jenni Gilson	Michelle Wilson, Secretary	686-1778	660-7011	8:40 – 3:40
Prairie Wind	Rory Williams	Gina DeCelle, Office Clerk	682-7289	689-3439	8:40 – 3:40
Pronghorn	Clay Cates	Brittany Rothleutner, Secretary	682-1676		8:40 – 3:40
Rawhide	Dane Weaver	Jean Parish, Secretary	682-0774	660-2995	8:30 – 3:30
Recluse	Dane Weaver	Cindy Newton, Secretary	682-9612	682-7891	7:30 – 3:30 Mon – Thur
Rozet	Travis Heitmann	Linda Olson, Secretary	682-3133	686-1499	8:30 – 3:30
Sage Valley Junior High	Adam Miller Joe Deaton Luke Janssen	Cindy Burkett, Secretary	682-2225		7:45 – 2:50
Stocktrail	Bertine Bahige	Evette Chavez, Secretary	686-8215	689-2722	8:40 – 3:40
Sunflower	Troy Claycomb	Genell Hodges, Secretary	686-0631	680-5526	8:40 – 3:40
Thunder Basin High School	Terry Quinn Mitch Burgess Mike Daniel Amber Trompke	MaRanda Kumm, Secretary	687-7733	696-5857	7:50 – 3:00
Twin Spruce Junior High	Dana Lyman Jill Borchers	Desiree Summers, Secretary	682-3144	689-7781	7:45 – 2:50
Wagonwheel	Eric Stremcha	Julie McCann, Secretary	686-1060	689-6186	8:40 – 3:40
Westwood High School	Kelly Morehead	Carla Miessler, Secretary	682-9809	660-6202	7:45 – 3:50 Mon – Thur
Wright Jr Sr High School	Lonnie Robertson	Colette Bertrand, Secretary	464-0140	299-1834	7:45 – 3:50 Mon – Thur

## IV. SUBSTITUTE HOW TO'S

### 4.1 Using First Class

---

Campbell County School District utilizes First Class as its email program. You are assigned an email account as an employee. Generally, we will use your first name initial plus your last name, followed by: @ccsd.k12.wy.us

Example: Roxy Williams will be [rwilliams@ccsd.k12.wy.us](mailto:rwilliams@ccsd.k12.wy.us), however, if another rwilliams exists we may add additional letters to your name; if this is the case, Human Resources will notify you of your username.

#### **Default Password: apple**

**\*\*When logging in for the first time, you will be required to change the password\*\***

\*On school computer – to change your password, login and click on Collaborate along the top and then select change password.

\*To change your password logging in via the web, once logged in, click on the three blue lines on the top right of the page and click on change password.

\*When logging in to First Class, only use the first initial(s) and last name, i.e. rwilliams

\*Please use your email account for professional correspondence and not to solicit or sell goods.

\*Please be wary of “reply to all” when mass messages are sent, as your reply will be seen by all who were sent the original message.

To access your First Class CCSD email account from a personal computer visit the below webpage:

<http://webmail.ccsd.k12.wy.us/>

**Username: rwilliams (example)**

(only use the first initial(s) and last name)

**Default Password: apple**

(see instructions above to change)

OR

To access your First Class CCSD email account from a smart phone (iPhone) you can download the **First Class Mobile App**:

**Server: mail.ccsd.k12.wy.us**

**Username: rwilliams (example)**

(only use the first initial(s) and last name)

**Default Password: apple**

(see instructions above to change)

To access your First Class CCSD email account from an Android phone go to **Departments** on the district home page and select **Educational Technology**. Click on **Network Help** and select the **First Class Go App Setup** and follow the instructions

**Server: mail.ccsd.k12.wy.us**

**Username: rwilliams (example)**

(only use the first initial(s) and last name)

**Default Password: apple**

(see instructions on previous page to change)

#### **4.2 Downloading First Class For Home Use** (See Appendix)

1. Open <http://grizzly.ccsd.k12.wy.us/support/> and type in the user ID **get** and passcode: **ccsdsoftware**.
2. Click on the Macintosh software link or the PC software link.
3. Click on the First Class software for your operating system.
4. After the file is done downloading, install the First Class software.
5. When the software has been installed a login screen will come up.
6. Click on the setup button in the login screen.
7. Make sure the connect via box contains local.fcp.
8. Your user ID may be saved in the box next to user ID but don't save your password or anyone will be able to send or receive mail under your name.
9. Click on the box next to server and enter mail.ccsd.k12.wy.us.
10. Click save.



### **4.3 Taking Attendance**

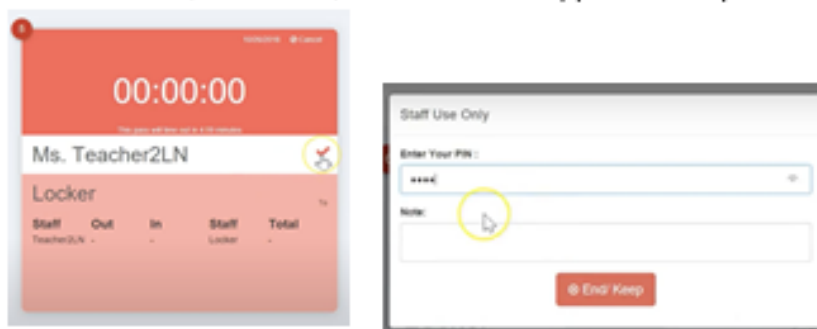
1. Go to this site:  
<http://records.ccsd.k12.wy.us/subs>
2. Select the School
3. Select the Teacher
4. Enter in the school password  
NOTE: Every school has their own unique password.  
Check with the office.
5. Click Sign In
6. You will see a list of classes that the teacher you are substituting for teaches that day.
7. Click on the Chair on the left to take attendance.
8. Click on the student who is absent and enter the A code.
9. Click on the 2<sup>nd</sup> Chair to see the Seating Chart. Note this will only be available if the teacher has it set up.
10. When you are done, Click on Sign Out.

## Approving Passes from Student Device

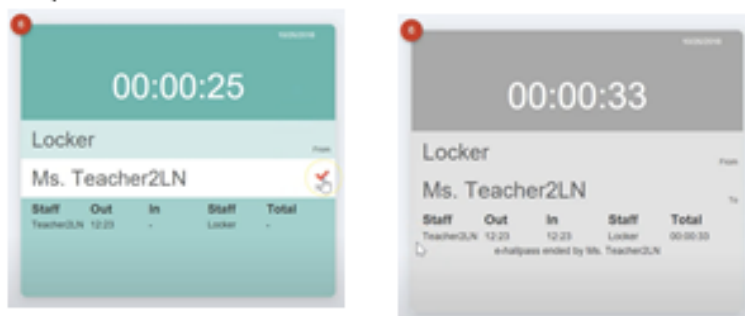
### Approving Passes from Student Device Video

<https://www.youtube.com/watch?v=iYEMORwm5no>

A student will create a pass on their device (Chromebook, iPhone, iPad), and you will approve the pass on their device by clicking on the check mark in the white bar with the classroom teacher name. A box will pop up for you to enter your PIN (provided by the designated SmartFind secretaries from TBHS, CCHS, TSJH, and SVJH) and you can add any notes in the box. Using your PIN will allow other teachers, office staff, etc. to see who approved the pass.



Once a student returns to your room, on the student device again, you will end the pass by clicking on the check mark in the white bar with the classroom teacher name again. The same box will pop up for you to enter your pin, and you can add any notes in the box. The box will turn gray once the pass is ended.



## V. **SUBSTITUTE GENERAL EXPECTATIONS**

---

Substitute teaching is an important service in our schools. It is a rare teacher who never gets sick or is never out of the classroom. Principals, teachers, and parents value a good substitute.

Regardless of whether or not you are a certified teacher, you can still become an expert in substitute teaching by focusing on new techniques, ideas, activities, and suggestions. With these skills in your repertoire, you will be in such demand that you will be scheduling your substitute teaching assignments weeks in advance, students will see you in the hall and ask when you are coming to their class.

### **5.1 Expectations**

Both permanent teachers and administrators appreciate having a substitute teacher who arrives early, follows lesson plans, and has good leadership skills. An ideal substitute is also creative in presenting new material to the class, knows how to handle behavior problems, and makes certain they are familiar with regular procedures of the permanent teacher. Since every teacher is unique and every teacher has different expectations, a substitute teacher needs to be versatile. However, there are a number of common expectations that need to be met.

### **5.2 Classroom Management**

Teachers hope that the person who takes over in their absence will be capable of having the same kind of order and discipline which they maintain daily. Sometimes they forget, however, that this is nearly impossible for someone who doesn't even know the children's names. Permanent teachers have the first few weeks of each school year to establish routines that work. This information provides you with necessary tools to bring your own established routines to each new situation and easily adapt to different environments.

### **5.3 Establish Your Rules**

One of the most repeated warnings to substitute teachers is, "Be positive and aggressive in taking control of the classroom, immediately!"

Three approaches are:

- a) Set the rules, first those of the teachers', then the schools, and finally yours...always be sure you know the rules, so you can have the students adhere to them.
- b) Set a management goal for the class to reach, then reward them in some way for reaching it.
- c) Tell the students what kind of reward system will be used, then make sure the students are rewarded in front of the class when they do something right.

Many experienced and successful substitute teachers bring a variety of rewards with them and have their own system for using them. These substitute teachers often have the reputation with the students as being “nice.” Of course, as far as students are concerned there are only two possibilities; you are either “mean” or “nice.”

Interestingly enough, most classroom teachers do not care if their class likes you. Their main concern is that you do whatever is necessary to have an orderly and productive time while you are there. If the students are disorderly in the halls, the classroom, or at an assembly, the teacher feels it to be a reflection on not just the substitute, but on them as well.

#### **5.4 Follow the Lesson Plans**

Over 75% of teachers surveyed, reported that they spend 45 minutes or more writing lesson plans, is it any wonder that teachers feel it is very important their outlined plan is followed?

Not knowing who the substitute will be and not knowing their level of experience, explains why most teachers feel quite strongly about having things ready for their class.

On the other hand, you may enter a classroom where you are unable to locate the lesson plans or necessary materials. Whatever the challenge may be for that particular day, your best approach is to act quickly, quietly, calmly, and with confidence. Be sure to have some items that can help you.

Most teachers, however, do take the time to leave detailed plans that should be followed. One clever substitute teacher lists the agenda prepared by the teacher on the board and tells the class, *“If there is time after we get the required work done, I have brought some fun activities for the class.”* Not surprisingly, this particular substitute teacher is called upon often because permanent teachers can guarantee the work will get done and the students will have fun at the same time.

Having stated the importance of following the lesson plans, we encourage you to “do your own thing” when appropriate. As we interviewed permanent teachers, their first directive was to follow the lesson plan. After suggesting that substitute teachers could present their own fun and educational activities, they were ecstatic about having substitute teachers who were prepared with extra alternative plans. You can become very proficient at presenting stimulating activities and discussions.

What are some of the things that you enjoy and are really good at? Develop these into lessons and activities that you can use with students. (No questionable topics please!) They will feel your excitement and will love to learn about it too. You will become an expert in this field, and some teachers may ask you to teach those topics when they plan to be away.

## 5.5 Professionalism

Substitute teachers are expected to maintain the same professional and ethical standards as a permanent teacher. Professionalism is a vast area and one that is very important to the substitute teacher who wants to excel and enjoy their chosen profession. Here are four key points to consider:

a) Dress the Part

A professional looking substitute teacher arrives wearing clothes that are clean, pressed, and appropriate for an educational setting. Your best bet is to always dress in good taste, keeping with the dignity of the profession. Don't be the best dressed or the worst dressed in the school. If you have any questions, you can always check with the district or school.

b) Be Positive

Permanent teachers care about the students in their class. They know each student's individual strengths and weaknesses, and will want to see those areas handled appropriately. They hope the substitute teacher can appreciate the good in their students and bring out the best in them.

Teachers urge substitute teachers to be aware of how small things, like using a normal voice, can affect the children in a positive manner. Substitute teachers are also encouraged to use praise and have an upbeat attitude. When a substitute teacher uses good judgement, avoids criticism, and adapts to circumstances in a positive way, the teacher becomes a good role model for both the children in the class and other teachers.

A mature and well-liked substitute teacher comments, *"I just try to relax, smile and enjoy the day. I do my best and don't worry if things don't go exactly as planned."*

c) Respect the Students

Many students resent a teacher who talks down to them. They may even act out. Students are also offended by a teacher who is not fair. Regardless of the rules, the rewards must be fair. One substitute teacher noted, *"If I respect the students' rights by being fair and listening to their opinions, they will usually do the same for me."*

Treating the students as individuals is important. Talk "one-on-one" with students that are misbehaving. Do not blame the whole class, or punish the group for the misdeeds of a few. It is best to reprimand in private and reward in public.

## **5.6 Trusting Those We Know**

Permanent teachers, schools and districts need to meet you. People in general trust those they know. Early in the school year meet your principals of the school in your area. Introduce yourself as a substitute teacher who would like to teach in their school and ask for time to meet the faculty in one of their meetings. In the meeting, tell teachers about yourself and what activities you can share with their students when substituting. You will receive requests from day one by just being assertive. When practical, arrange with the permanent teachers to visit and observe their classes in session before you substitute for them. Soon you will become known by teachers, administrators, and students. As their trust grows in you, so will your success.

In cases of disciplining students, administrators may trust the student's version of the situation if you are an unknown. So take the time to visit with the administrators at the beginning of the school year. Give them a copy of your discipline procedures and share how you plan to implement them. Ask for their advice and support. If they know you and your procedures, they will be better able to extend the professional support you may need.

## **5.7 Communication**

Permanent teachers want, and need, to know what went on in their class while they were gone. Which students were "naughty" and which were "nice" as well as which parts of the outlined lessons were covered and a general overview of how things went. Take time to fill out the "Substitute Teacher Report" or one that is provided by the district. Then be sure to straighten the room before you leave, this also communicates a message to the permanent teacher.

## **5.8 Conclusion**

Teachers have high expectations of others who come into their classroom. We have shared with you some of the expectations that might be asked of you as you enter this rewarding opportunity. Always remember that you are valued and an important part of the educational system. Never diminish your role as a substitute teacher. Teachers appreciate having a person come into their classroom who is caring and capable. By being prepared, poised, and professional, you will greatly reduce the stress on the teacher, students, and yourself. The checklists will help you stay on the right track throughout the day.

## VI. SUBSTITUTE CHECKLISTS

---

Many school districts have prepared checklists for their substitute teachers to follow each day. We have taken the best from the best, listing them below.

### At home:

- \_\_\_\_\_ Dress neat, clean and appropriately for the teaching assignment.
- \_\_\_\_\_ Enter the school enthusiastic and serious about your role.
- \_\_\_\_\_ If possible, arrive at the school at least 20 minutes prior to the beginning of class, or prior to when students arrive.
- \_\_\_\_\_ Be sure to take along your sense of humor, an objective for the day, your sub pack, two aspirin, and a snack for yourself.

### Prior to entering the class:

- \_\_\_\_\_ Report to the principal or the office to let them know you have arrived.
- \_\_\_\_\_ Ask about student passes, playground rules, bus duty, and lunch procedures.
- \_\_\_\_\_ Ask if there will be any special duties associated with the regular teacher's assignments.
- \_\_\_\_\_ Find out how to refer a student to the office.
- \_\_\_\_\_ Look for the fire alarm and know the proper drill procedures.
- \_\_\_\_\_ Ask if any children have medical problems.
- \_\_\_\_\_ Obtain any keys that might be necessary.
- \_\_\_\_\_ Find out how to report students who are tardy or absent.
- \_\_\_\_\_ Find out the locations of restrooms and the teacher's lounge.
- \_\_\_\_\_ Ask the names of the teachers on both sides of your classroom and if possible, introduce yourself to them.

### In the classroom:

- \_\_\_\_\_ Enter the classroom with confidence, the first impression can take you a long way.
- \_\_\_\_\_ If lesson plans are provided, follow them as closely as possible.
- \_\_\_\_\_ If money needs to be collected, record the amount, the name of the student, and the purpose for the collection on a sheet and turn it in at the office at the end of the school day.
- \_\_\_\_\_ Locate the books, handouts, and papers that will be needed throughout the day.
- \_\_\_\_\_ Study the seating chart or make one. This tool will prove invaluable throughout the day.

**End of day:**

- \_\_\_\_\_ If the teacher has classroom sets that are used by the students, be sure to have them all returned before the entire class leaves. It is easier to locate one book or calculator in a class of 30, than trying to find it in the whole school.
- \_\_\_\_\_ Challenge students to recall, and list on the board, projects and topics they have studied that day.
- \_\_\_\_\_ Remind students of homework. Writing it on the board will help both you and the students remember.
- \_\_\_\_\_ Have students clean their desk and the area around their desk.
- \_\_\_\_\_ Leave the desks, books, and classroom in good order.
- \_\_\_\_\_ Turn in any money collected at the office.
- \_\_\_\_\_ Fill out the “Substitute Teacher Report” and turn it in with any other materials.



## VII. CLASSROOM MANAGEMENT

---

### 7.1 Starting the Day and Setting the Tone

Having a successful experience as a substitute teacher depends on how well the students respond to your leadership of the class. This chapter addresses in detail some key principles of successful classroom management, as well as providing specific tips to help in making the tough decisions that substitutes are faced with daily. There isn't one "true" recipe that guarantees a good day, but these guiding principles will help. With experience, you will devise your own strategies for gaining students' cooperation and attention.

### 7.2 Getting Started

Whenever possible, be sure to arrive at your assigned school at least 20 minutes before class begins. When you check in at the office, ask if there are any special events for the day. By arriving early, you will have ample time to review the teacher's plans for the day and possibly have the chance to meet the teacher next door, who could prove to be a friend and ally as the day progresses. When reviewing the teacher's plans, find the materials needed for the day. Should you have any questions regarding the teacher's plans or necessary materials, be sure to ask the teacher next door.

Possible questions for your fellow teachers may include:

1. Do I need to supervise outside at recess or do you share supervision?
2. How does the lunch procedure work?
3. Does the teacher I am substituting for have any ongoing programs in their room that I should be aware of?

If the teacher's plans are not very clear, be ready with paper, pencils, and their class roll. In case you arrive late, which can happen if you are called at the last minute, do the best you can to glance at the teacher's plans and get the lay-of-the-land before the students arrive.

When the bell rings, it is a good idea to be standing at the door greeting the students or standing in the front of the room ready to receive the class. Even if you are late and need more time to figure out the teacher's plans, don't be fumbling through papers while the students are entering the class.

Look ready for the day to start, because it has. Observe the students as they enter the classroom. Most teachers will have a previously established morning routine with their students, and you may see this routine begin as the students start their day. The students will probably find their seats and wait for you to give them directions. Occasionally, you may encounter a classroom filled with excitement, energy, and possibly even chaos. Whatever the situation, it's time for you to get their attention and introduce yourself.

First... don't begin speaking until you have everyone's attention. Introduce yourself as their teacher for the day and explain, if you so choose, the reason for the teacher's absence. Establish your credibility as a teacher with the class. Give them a brief resume of your experience: *"I am a teacher and I have taught every grade from kindergarten to grade six and even in junior high and high school."*

Remember to state that you are a "teacher," not that you are a substitute. Say something positive about the class: *"When I arrived today, your principal told me that you are a wonderful class and that I should expect to have a good day."*

Describe to the class your plan and schedule of activities for the day. It doesn't matter what the plan is, but once you state it, stick with it. Firmness, fairness, and consistency are the keys!

As your first activity, you might choose name tags. It's a good idea to buy large quantities of stick-on name tags and carry them with you to your various substitute teaching assignments. Masking tape is another inexpensive option. You can also use 5"x8" cards that students write their names on, fold in half, and keep on their desks. Let the students know that you are excited about having the opportunity to teach them today and want to learn everyone's name. This will help you tremendously throughout the day. Also, calling students by name helps them to pay attention to your directions and lets them know that you want to get to know them on a first-name basis.

Many experienced substitutes will interject a fun activity early on in the morning, outline a reward system to be used throughout the day. You can bring stickers, a bag of candy or a gift wrapped box with a game or book inside that can be used as rewards.

Procedures for taking roll and obtaining a lunch count may differ from school to school and classroom to classroom. Follow their procedure if instructions have been provided. Otherwise, it is best to give the students a quiet seat work assignment while you take roll and lunch count.

It is critical that you always know where the students are and what they are doing. Some teachers have classroom passes that students need to leave the room for the office or restroom. Since you cannot always count on the teacher or school to have passes, you might:

- Make your own classroom passes or use established procedures for that school
- Laminate them, bringing them with you to each assignment
- Write your name on them: Mr. Brown's Pass
- Have passes for the restroom, office, phone, hall, and library

If the students say, *"We don't do it that way,"* politely tell them, *"Thank you, but for today we will do it this way."* If a seating chart has been provided, you will be able to see who is in their seats and who is absent. Generally, elementary students don't try to "fake out the sub" by changing seats, since all of their belongings are in their own desks. Though in junior high, seat changing is a typical ploy used with substitute teachers.

It is important to continually reinforce the behavior standards for the day. Many teachers will have classroom rules posted, but in case you are unable to find any, be sure to have your own rules prepared and ready to put into action. A key factor in having students behave in accordance with the rules is to have them prominently displayed. You may want to list them on a large poster or on the chalkboard.

Classroom rules should be specific and operational, so the students can easily understand what they mean. Phrases such as *“be cooperative,” “respect others,” “be polite and helpful”* are too general and take too much time to explain. *“Follow directions the first time they are given,”* is direct and covers a lot of territory.

Positive reinforcement is another key aspect of achieving appropriate student behavior. You can continually reinforce the students in a positive way each time they follow the directions by saying, *“Thank you for following my directions the first time they were given,”* or *“Thank you for raising your hand.”*

It is equally important that you do not reinforce negative behavior, such as students who talk without raising their hands. If you let students speak out of turn or answer a question without raising their hands, then you are not going to get the type of behavior you want.

Generally speaking, reinforce the behavior you want and do not condone behaviors that are inappropriate. When you see appropriate behavior, be sure to respond with specific praise, by using the student’s name. You can also give out points, tickets, or use any other reward system you or the teacher has established.

Effective permanent teachers have clear and concise procedures for how things are to be done. They also have clear and specific rules with consequences that students can understand. Effective teachers continually give genuine, positive reinforcement to students for following the rules. Paying close attention to the steps previously described will provide both you and the students with a rewarding experience. Remember, prevention is 80% of your success for the day. Be confident, firm, assertive, and positive, eliciting the behaviors you want from the students. Now that you have established the day’s plan for the day, you are better prepared to deal with those few difficult situations that may emerge.

### **7.3 Challenging Scenarios**

Here are a few situations you might encounter with some suggestions on how to respond to them, in a calm, positive manner, thereby gaining student compliance. You may wish to discuss these or other scenarios with a group of fellow teachers or even write down your own ideas in the margins. To plan ahead, and have a course of action decided and ready to implement, is the best way to prepare yourself for these types of situations.

### *Scenario 1: The Interrupter*

When asking a question of the class, a student responds without raising their hand for permission to speak or speaks out of turn when a student response is not called for.

**Strategy:** Reinforce the behavior you desire, ignoring the inappropriate behavior.

- Step 1: Do not respond to the disruptive student. Look positively at those who are raising hands, calling on one of them saying, *“Thank you for raising your hand,”* as they then proceed to answer the question.
- Step 2: If the student continues to speak without raising their hand when you ask the next question, continue to reinforce the students who are behaving appropriately and move closer to the student who is not cooperating. Do not acknowledge the student who is speaking out of turn. If you give in and let the student answer, you are actually reinforcing the inappropriate behavior.

Generally after Step 1 and Step 2, the non-compliant student will cooperate and raise their hand. It is important that you call on them as soon as they raise their hand, reinforcing them verbally for the appropriate behavior.

### *Scenario 2: Refusal To Do Work*

After giving an assignment, a student refuses to do their work. When you encourage them to complete the assignment, they make a statement such as, *“You can’t make me.”*

**Strategy:** Agree and disarm.

- Disarm the student by agreeing that they are correct and then restate your expectations and consequences if they are not met.

Example: *“You are right, I can’t make you complete this assignment but I can expect you to have it completed before recess. If it is not finished by then, you will stay in and work on it. I also expect you to remain quiet and not disrupt the other students who are choosing to complete the assignment at this time.”*

**Note:** Many times a refusal to do work is an indication that the student doesn’t know how to complete the assignment. They would rather appear bad, than stupid. If you suspect that may be the case, you may need to re-teach the concept before expecting them to complete the work.

### *Scenario 3: Not Following Instructions*

You have instructed the class to get their math books and open to page 24. Two students are talking and laughing, not following your directions.

**Strategy:** Reinforce the behaviors you expect.

- Repeat the instructions focusing on the students who are following your directions, *“Thank you for following the directions, Andy,”* or *“I appreciate John, Mary, and Joe for following my directions so quickly.”* You can also give points or tickets to students who are following directions.

**Strategy:** Proximity.

- It is a good idea to use proximity. In other words, *“move toward the problem”* while you are talking. Move closely to the non-compliant student(s), repeating the instructions for the whole class. Your change in proximity to the non-compliant student(s) will generally elicit compliance.

#### *Scenario 4: The Class That Won’t Be Quiet*

After being given a “no talking” assignment, class members are talking to one another and won’t be quiet.

**Strategy:** Reevaluate the situation.

- Step back and take a look at why the students are talking. Perhaps they do not understand the assignment and are trying to figure it out together. Maybe something has happened at lunch that needs to be dealt with. If you find that this is the case, you may need to deal with the disruptive event, reattach the objective, or perhaps even restructure the assignment to be completed as a class or in groups.

**Strategy:** Restate the expected behavior, motivators, and consequences.

- You may not have been clear in communicating your behavior expectations for the activity. It may be necessary to gain the attention of the entire class and restate these expectations. Example: *“Many of you are not behaving appropriately during this assignment. Let me explain exactly what I expect. I expect feet on the floor, students facing forward, and absolutely no talking. If you have a question, please raise your hand and I will come to your desk. Students who follow these instructions will receive a ticket (or other motivator). Students who choose not to follow these instructions will be assigned the consequences outlined in the classroom rules (review the consequences).”*

#### *Scenario 5: Transitions*

You find that it is taking more than one or two minutes to make the transition for one activity to the next.

**Strategy:** Make it a step-by-step process.

- Students often waste a lot of time going from one activity to another. This is often because instructions that seem simple such as, *“Get ready for math,”* are in reality quite

ambiguous. Students need to know five specific things to make a quick transition from one activity to the next.

1. What to do about the activity they are currently engaged in.
2. What to do with the materials they are using.
3. What new materials they will need.
4. What to do with these new materials.
5. How much time they will have to make the transition.

Example: *“Stop reading and put your reading book away. Get out your math book and paper. Open the book to page 112. You have one minute to do this. Please begin.”*

### *Scenario 6: Assemblies*

The principal informs you when you arrive at the school that there will be an assembly that day.

**Strategy:** Have a plan.

- This seemingly pleasant break in the school day can turn into a nightmare for a substitute teacher who does not have a plan for managing the students during this activity. Here are some suggestions to help you survive the event with nerves still intact.
  1. Find out the time and location.
  2. Talk to permanent teachers. Many schools have specific procedures for going to and returning from an assembly, as well as assigned seating for each class.
  3. If such procedures exist, familiarize yourself with them and do your best to follow them.
  4. If there are no established procedures, devise your own (ex. Walk in a single file line down the hall to the assembly, sit together as a class, return in a single file line, etc).
  5. Determine the specific behaviors you expect during the assembly, with consequences and rewards dependent on how these expectations are met. Beware of punishing the whole class for the misdeeds of a few. This can create a hostile environment with the students acting out against each other as well as you.
  6. Teach or review with the students the procedures, expected behavior, and consequences or rewards associated with the activity.

### *Scenario 7: Refocusing the Class*

The class is not paying attention or resuming their students after an assembly, fire drill, or other disruptive event.

**Strategy:** Incorporate and redirect.

- A common experience is a great foundation for a learning activity. Regardless of how unwelcome the disruption may have been, it is an experience the entire class is familiar with. Use the experience as the basis for the next lesson. For example, if it was a fire drill and you are about to study science, talk about which parts of the school would burn

the fastest. If you are about to study math, have the students calculate the approximate number of people in each room that would need to be evacuated and the number of transportation vehicles that would be needed for taking everyone home. If you were preparing a writing lesson, have the students write about what would happen if the school really did burn down.

**Strategy:** Captivate and redirect.

- Sometimes the best way to deal with a disruption is to minimize the event by capturing and redirecting their attention. For example, after an exciting assembly complete a fun activity that requires them to do something. Involving students in a fun learning activity will help them settle back down to the routine of the day.

### *Scenario 8: Getting Their Attention*

The class is in the middle of or just finishing an activity, you need to get their attention to either give further instructions or close the activity.

**Strategy:** Lights out.

- If you want the attention of the entire class in a hurry, simply walk to the light switch and flip the lights off then on again. Be prepared to begin speaking in the moment of surprised silence, when you have everyone's undivided attention. If you wait too long to start talking, the class will begin discussing the lights going out and the event itself will become a real distraction.

**Strategy:** Whisper.

- Your first instinct in this scenario may be to raise your voice above the noise level of the room and demand attention. This, however, can incur some unwelcome side effects. The students hearing you speak loudly will assume that it is ok for them to raise their voices as well. A better strategy is to do the opposite of your instincts. Move to the front of the room and begin talking and giving instructions very quietly. As students hear you, they will be quiet and focus their attention on understanding what you are saying. The quieter the room becomes, the quieter your voice should become.

Soon students who are still talking and interacting will instinctively begin to feel awkward about making noise in such a quiet atmosphere and will become silent also. When you have the attention of the entire class, you can then give the instructions they need to hear with regard to what they are working on.

Example (to be spoken in a very quiet voice): *"If you can hear what I am saying, please put your pencils down and turn around to face the front of the room. Place your hands on your desk and look to see if the person sitting next to you is listening and doing the*

*same. Now use your finger to trace your name on the top of your desk..."* Continue with these simple, silent activities until you have the attention of the entire class.

#### *Scenario 9: Wrong Names/Wrong Seats*

You are using a seating chart to call on students by name. You notice that several students are not responding to their name and you suspect they have switched seats.

**Strategy:** State the facts.

- Make a statement to the effect that it is better for everyone involved if you know the students' correct names. This information would be vital in the case of an emergency and will also help to insure that the wrong student doesn't get in trouble when you write your report to the permanent teacher at the end of the day.

#### *Scenario 10: The "You vs Them" Class*

You get the feeling that the whole class, or at least several of the students, have banded together to make the day as difficult as possible for you, the substitute teacher.

**Strategy:** Work together.

- Most "You against Them" scenarios turn out to be a lose-lose situation for everyone involved. Take the initiative early in the day to do a teacher and student interactive activity. Interact with the students, let them see that you have a sense of humor. Chances are, once you break the ice the rest of the day will go much more smoothly. Making the classroom a battleground for control will usually only make things worse.

#### *Scenario 11: Inappropriate Language / Derogatory Remarks*

A student uses profanity or makes a derogatory remark about you, another student, or the permanent teacher.

**Strategy:** You chose to break the rule.

- Hopefully, the classroom rules and consequences, established at the beginning of the day, have provisions for dealing with the challenging situation – Implement them! You might say something like, "*Susan, you chose to break classroom rule number three. The consequence for doing so is that you will not be allowed to participate in the end of the day drawing.*" Do not ask the student why they said what they said (you really don't want to know), just acknowledge that the student chose to break a rule and state the consequence. Try not to take the remarks personally. Keep your cool. Concentrate on dealing professionally with the behavior and not letting your feelings towards the



student cause you to behave inappropriately. Then dismiss the incident and resume class work as quickly as possible.

**Strategy:** Remove and reprimand.

- In some situations, it is best to remove the student from the classroom before dealing with the behavior. Calmly ask the student to please step out in the hall. Redirect the class to resume their work and go into the hall yourself. Stay calm and in control of the situation. State the rule that was broken or explain the consequences if the rule is broken a second time. Express your confidence in the student's ability to behave appropriately, then both of you return to the classroom.

### *Scenario 12: A Fight*

You are supervising students at recess when you see two students yelling at each other, poised for a fist fight.

Permanent teachers understand the difficulty of substitute teaching and will be ready to assist you in extreme circumstances. Respond quickly and decisively, not hesitating to get help from another teacher on the playground with you, if needed.

**Strategy:** Quickly and decisively.

- Verbal jousting can be extinguished by a firm command from you as you move toward the problem saying, *"I need both of you to take a quiet seat,"* or *"Stop this right now and take a quiet seat against the wall."* Your voice and the authority it represents, conveys your message.

**Strategy:** Firm but not demeaning.

- If students are engaged physically, you must quickly and with authority tell them to step back away from each other. Placing yourself between the students stops the engagement, but can be dangerous for you. Do not get angry, excited, or show much emotion, this will compound the situation. By giving firm and positive directions consistently, the students will respond and comply as requested.

### *Scenario 13: Threats*

A student threatens you or another student.

Threats are a very challenging scenario, and the best strategy and response will vary with each situation. The most important thing you as the teacher must do is to stay calm and emotionally detached so you can realistically evaluate and professionally deal with the situation.

**Strategy:** Diffuse the situation then redirect the student's actions.

- A threat is often the result of an emotional response. Ignoring the student will probably invoke more threats, and perhaps even aggression. Responding with threats of your own may accelerate the confrontation. The sooner the threat is acknowledged and the situation diffused the better. Once the student has calmed down you can then direct their actions to something constructive. If you feel the student needs to discuss the situation, it is often wise to wait until after class, later in the day, or refer them to a school counselor so that they can gain some emotional distance perspective on the situation.

Example: *"I understand that you are very angry right now. However, I need you to sit down and begin completing page 112 in your math book. We can discuss the situation after lunch."*

**Strategy: Get help!**

- If you feel that you or any of the students are in danger of physical harm, stay calm and immediately send a student to elicit the help of a permanent teacher or principal. After help has arrived and the situation is under control, document the occurrence. Record what happened prior to the threat, what you said and did, what the student said and did, as well as the involvement or actions of anyone else in the situation.

## 7.4 Emergency Procedures

In addition to managing the classroom, there are a few additional procedures and precautions to consider as a substitute teacher.

- Since every building and classroom is different, it is important for you to know how to evacuate the class in the event of a fire drill or other emergency.
- Know where the nearest exit is, and have a class list available to grab when you evacuate the building.
- If you hear the fire alarm or a message over the intercom, instruct the students to quickly and quietly leave the room in single file, heading for the exit door.
- Some classrooms now have an emergency "backpack" hanging by the door that can be grabbed upon exiting with the class.
- If you see an emergency "backpack," take it with you when you evacuate.

Handle most classroom activities with common sense. Students who are injured can be taken to the office where a secretary or school nurse can administer first aid. Don't fall into the "Band-Aid" or "ice" trap, where students are continually asking to go to the office for ice or Band-Aids for fake injuries. Be sure you know how to handle a situation involving blood either in the classroom or on the playground.

**Do not touch a student who is bleeding even if you use gloves.**

For example: If a student has a bloody nose or cut knee, hand them the box of tissues or paper towel, instructing them to hold it on their wound. Take them to the office or infirmary for further care.

There are two other supervision issues you should inquire about:

- In the event of inclement weather, schools have different procedures for teaching during lunch. Often teachers are expected to return to the class, supervising the students indoors. Be sure to find out what is required of you so that your students are adequately supervised.
- Some schools have procedures for escorting students to the bus. Find out what is expected of you.

## **7.5 Conclusion**

Your efforts to be early, organized, and to communicate clearly with a discipline plan in place will pay off! Your goal as a substitute teacher is to provide continuity to the students while the teacher is absent. By minimizing the time spent on procedural matters such as roll, you can maximize the time spent on learning.

Remember to require students to pay attention and to stay on task. You might require students to repeat your directions after you give them. Continually move about the room while students are completing seat work or during group activities, ensuring that all of the students are participating and completing their work.

Communicate to the students the importance of learning by providing them with feedback regarding their work. Feedback tells them how well they are doing. Reinforcing the importance of each lesson. Allow time to review any independent work completed, checking to see if anyone is having any difficulty. Collect all of the work, even correcting it if you have time, this sends the message to the students that the work they are doing is very important.

At the end of each day, provide closure for the learning activities by reminding the students to complete necessary homework and hand in work that is due that day. Have them clean up their workspace and get ready to go home. Leaving the room in neat condition is a must, so allow time at the end of the day for proper closure and cleanup. Compliment the students on their academic achievements for the day, letting them know how much you enjoyed teaching them.

Teachers will often receive messages during the day over the intercom, on their computer, or on notes. Returning teachers appreciate it when you keep track of these messages, and leave them on the desk.

Finally, reporting the day in a note to the teacher is always a good follow-up activity to do. You may wish to use the form provided. Write down what you think the teacher should know the next day, in terms of work completion, problems, significant incidences, and successes. Teachers really appreciate hearing from you regarding the day and are more likely to ask you back if they feel you are competent in handling any difficult situations, using effective strategies to solve any problems that may arise.

## VIII. SUBSTITUTE HINTS AND SUGGESTIONS

---

1. Know the teacher who is next door. Introduce yourself so you can call on someone to answer your questions about schedules or materials for the class.
2. When students need to go to the restroom of the library, send only one student at a time.
3. When the first one returns a second one may go.
4. If there is no seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you can call a student by name and not just refer to him as the boy in the blue shirt.
5. If a student doesn't respond when you call him by name, you may suspect the students have switched seats. Let them know it is better to have the correct names so the wrong student doesn't get in trouble and written about to the regular teacher.
6. Do not let students start any name calling or being rude to other students. It is much easier to stop a disagreement by talking before it gets to pushing or a fight.
7. Try to get in the hall between classes. It is a good idea to stand in the doorway so you can keep one eye on the hallway traffic and one eye on the students coming into the classroom. If the students see a teacher, they are less likely to start a fight or start trouble.
8. Have a couple extra pens or pencils with you for those who have "forgotten" and would rather go to their lockers and walk the halls than be in class.
9. If you do give a student a pen or pencil and you would like it back, be sure to ask the student for his lunch card, driver's license, or something of value that they will be sure to remember they want back. Many students will just plain forget it isn't their pen.
10. Try to have the names of one or two trustworthy students who will tell you the truth to help out in the class.
11. Never let a class go early for lunch or the next class unless the teacher or the next door teacher says it is okay. Some schools have very strict rules about the number of students in the cafeteria at a time.
12. Make your rules and expectations very clear at the beginning of the day.
13. Do not let the students use the phone in the classroom. Have them use the phone in the office.
14. Do not discuss the teacher's class with other people, especially out of school. You are a professional and shouldn't discuss individual students or problems. If you need to talk to someone about a problem, talk to the principal.
15. Keep your opinions about students or the teacher's class to yourself.
16. Be neat in your appearance.
17. Follow the lesson plans the teacher has left. Incorporate your own ideas if there is extra time.
18. Correct the students' work for the day if possible.
19. Even though a few students can upset your plans, try to find out the names of the students who have been good or helpful and let the teacher know about them also.
20. Most students will acquiesce to your leadership, but there will be some who will question your plans or authority. It is better not to argue. Instead say, *"I know this may not be the way Mr. Smith does it, but this is the plan for today."*

21. If you are not sure how the teacher wants an assignment done, ask another teacher for help and develop your own plan. Then be sure to leave a note for the regular teacher explaining what you assigned.
22. Be assertive, so the students don't feel they can manipulate your decisions and authority.
23. You can use statements such as:
  - I need you to start reading now.
  - I want everyone to pass their papers forward. I don't need...
  - I don't want...
24. Don't let the students manipulate you by protesting or saying, "*We never do that!*" Just tell them, "*I know it can be hard to have a sub, but for today we will read aloud instead of silently.*"
25. Walk around the room. Don't just sit by the desk, especially during homework, class work, or during a test. The students will be less likely to talk or cheat when you are close by them.
26. Don't try to catch a student by pulling his arm or his clothes. He could fall and you could twist his arm, or rip his clothes.
27. Do not touch the blood of a bleeding child. Use a napkin, towel, or a cloth to cover the cut. Have the student put his hand on the cut, unless you can get to water or the nurse.
28. If a teacher has classroom sets that are used by the students be sure to have them all returned before the entire class can leave. It is easier to locate one book or calculator in a class of 30 than trying to find one in the whole school. Hopefully the calculators or books are numbered and have been assigned to be given out in order so you know who has the missing book.
29. Don't make statements lightly – "Students remember!"

## IX. SUBSTITUTE MISCELLANEOUS

---

### 9.1 Substitute Teacher Report Example

Substitute: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Grade: \_\_\_\_\_

Substituted For: \_\_\_\_\_

School: \_\_\_\_\_

Notes regarding lesson plans:

Notes regarding students:

Messages for the permanent teacher:

I also taught:

Please let me know some areas you feel I can improve, to be a better substitute for you.

## 9.2 Getting a Permanent Job

Many substitute teachers are working towards the goal of getting a permanent teaching assignment and classroom of their own. If you are such a substitute, listed below are some suggestions that might help.

- **Be Proactive**  
Meet with principals and district personnel early in the year to let them know that you are excited about working in the district and hope to at some point be offered a permanent teaching position. Let your intentions be known.
- **Be Available**  
Districts are looking for people that they can depend on. Once you have signed up to substitute try to be available to teach whenever you are needed. Your willingness to fill in at the “last minute” will make a lasting, favorable impression on those who will be making personnel decisions later in the year.
- **Be Professional**  
You are a teacher in the school district. You should act, dress, and speak as such. Be early and stay late. Volunteer to help with after school activities. Dress, speak, and act appropriately. If your intentions to become a permanent teacher are known, you will be evaluated for this position in everything you do and say throughout the school year.
- **Don't Criticize**  
Anything negative you say about the school, principal, or teachers will eventually come back to haunt you. Stay positive and compliment those around you whenever possible. If you can't say anything nice, don't say anything at all.
- **Be Confident**  
Walk tall, act proud, but don't be overbearing.
- **Evaluations**  
When appropriate ask for evaluation forms or letters of support to be filed at the district office. Many times only negative evaluations are filled out and sent in.
- **Learning From Experience**  
Don't assume that one bad experience or evaluation will take you out of the running. Learn from the experience; ask for advice from other teachers and principals.
- **Grow Professionally**  
Attend workshops sponsored by the district. Some districts even invite substitute teachers to attend in-services scheduled for permanent teachers. You may also consider subscribing to current education journals or magazines. This illustrates that you are serious about a career in education and want to stay current with what's happening in the profession.
- **Get To Know The District**  
One of the most commonly used phrases in prospective teacher interviews is, “Are you familiar with...” By illustrating your knowledge of special programs, textbooks used, or the mission statement of the district you show that you are interested and up-to-date on what's going on within the district. Applicants who are familiar with the mechanics of the district have a better chance at getting a job because the district recognizes that they are ready to go to work and begin contributing to the district's success without requiring extensive training and orientation.