

Charting the Course to Excellence



BE THE LIGHT



The mission of Calhoun City Schools is to inspire all students to become lifelong learners in the pursuit of excellence.

Substitute Teacher Training 2021-2022



Did you know?

On any given day, approximately 274,000 substitute teachers serve in this country's classrooms. By the time a student graduates from high school, that person will have spent the equivalent of a full year being taught by a substitute.

We need you!!

Topics to Discuss Today

- Professionalism
- The basic rules of substitute teaching
- Legal aspects
- Duties and instructional responsibilities
- Classroom management & discipline
- Tips and Tricks
- The daily routine and expectations
- Substitute pay

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Professionalism

- One of the most important aspects of becoming an effective substitute teacher is how you view and portray yourself to students, staff, and the community.
- Every day is a job interview in the world of work...people are watching and noticing.
- Above all, you need to consider yourself a professional.
- You are a very important part of the educational process. Reliable, punctual, and professional substitutes are like **GOLD!**

Professional Dress

“You never get a second chance to make a first impression.”

- Dress in a manner that sets you apart from students and enhances a businesslike atmosphere in the classroom.
- First impressions are important, and, like it or not, the way you dress will make a difference in how you are treated by students. As a substitute teacher, you are making a first impression virtually every day.

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Professional Dress

- It is especially important for younger-looking substitute teachers to dress a bit more conservatively.
- This helps establish you as the authority figure in the classroom.
- Students will look at you as a teacher and not as a peer (and hopefully treat you as such).
- As you can imagine, this is especially important when you are subbing at the middle school or high school level.

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Professional Dress

- Women want to avoid high heels, short skirts, low-cut tops and severely tight attire.
 - Professional-looking pants are appropriate, as well as dresses and skirts of an appropriate length
- Men may want to wear khaki or dress pants, a button-down or polo shirt, and comfortable shoes.
- Jeans and t-shirts are not appropriate attire for substitutes.
- Job assignment may influence your style of attire.

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Basic Rules

Rule #1

You are to be attentive and present for the benefit of all students in the classroom.

- The most crucial reason you are in the classroom is to ensure safety.
- To accomplish this, **your attention must be focused on the students at all times.**
- Cell phones are an easy distractor and are not to be used during instructional time, or anytime you are responsible for student supervision.
 - If a personal call or text must be made, please be very prompt and make sure another teacher is available to supervise the students.

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Basic Rules

Rule #2

Never use the Internet at school to surf inappropriate websites!

(This should be obvious...but it has happened.)



Basic Rules

Rule #3

Do not gossip about or discuss classes or students.

- Family Educational Rights and Privacy Act (FERPA) - Confidentiality
 - Student record
 - Student behavior
 - Disability
- This rule applies whether you are in the teachers' workroom at school or anywhere else.
- It is all right to ask advice about how to deal with certain students or classes, but don't let the conversation develop into one of complaining, ridiculing or discussing information that should be kept private.

Basic Rules

Rule #4

Keep your political, religious, and social beliefs to yourself.

- You are there to teach, not to proclaim your opinions or convert students to your way of thinking.
- By sticking to the teacher's lesson plans, you should be able to avoid these situations.
- If you find yourself in a class where students ask about your beliefs, be respectful of their inquiries but stick to the lesson at hand.

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Basic Rules

Rule #5

Be friendly, positive and enthusiastic.

- Although you are not there to become friends with students, you do need to be pleasant with them and demonstrate an interest in their assignment.
- Children are very quick to pick up on your overall attitude, and you want them to be at least cooperative if not deeply engaged.

They aren't your friend, they're your responsibility.

Professional Judgement

The Code of Ethics for Educators

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

“Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. **For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.**

Professional Judgement

Some General Best Practices in Professional Judgement

- **Do NOT** take children home with you or transport them in your car alone or without prior administrative approval.
- **Do NOT** make telephone calls, exchange phone numbers, send texts, or engage in conversation of a personal nature with students.
- **Do NOT** contact parents unless there is an emergency with their child. If a parent needs to be contacted, ask for assistance from an administrator.
- Respect students and their cultural backgrounds.
- Use only proper humor (avoid sexual and racial jokes or humor and sarcasm).
- **Be confidential** (what you hear at school stays at school).
- **Do NOT post pictures of students on social media or make social media posts about your substitute experiences.**
- Avoid criticizing others.

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Legal Considerations

An overall consideration when substitute teaching is your legal responsibility in the classroom and school.

Don't jeopardize your future success by the actions you did, or did not, take in regards to your responsibilities as a substitute teacher. Remember, parents are trusting you with their most prized possession.

The following are some legal responsibilities you should be aware of. An understanding of these responsibilities will require some questioning on your part as to specific school/district policies.

Legal Considerations

- **Supervision Of Students** - The substitute teacher who has physical control of a classroom has a duty to keep these children safe and orderly. NEVER leave students unattended.
- **Due Care And Caution** - A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, as well as following school safety policies and procedures.
- **Release Of Children** - Due to possible restraints on who may have custody of a child, children should not be allowed to leave the building during the school day without express consent from the office.

Legal Considerations

- **Administering Medication** - Medication should only be administered by the school nurse or other appropriate health personnel, not the classroom or substitute teacher. If you know of medication requirements of a student, the health professional should be notified.
- **Confidentiality** - It is unprofessional and against the law in many states to disclose confidential information about your students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical conditions, learning or discipline problems, etc.
- **Anecdotal Records** - Maintaining notes on particular incidents in the classroom can protect you in problematic situations. If you feel that your actions might be questioned, note the date and time, the individuals involved, the choices for action considered, and the actions taken.

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Legal Considerations

- **Discipline/Behavior Policies**
 - The Calhoun City School System does not allow for the use of corporal punishment (paddling).
 - Writing is not to be used as punishment (ex. "I will not write on the bathroom wall" 200x).
 - Refrain from placing students in the hallway as punishment.
- If assistance is needed due to a major discipline/behavior issue, it is best to utilize the handheld radio in the classroom and call for an administrator.
- **DO NOT say the specific student's name over the radio.** Announce who you are and the classroom where assistance is needed.
- If the student is out of control or hurting him/herself or others, make sure you are clear that the need is urgent or immediate.
- **DO NOT** engage in a confrontation with a student. Stay calm and avoid doing or saying something you will regret; call for assistance.

Legal Considerations

- **Discipline/Behavior Policies**

- The substitute teacher maintains the duties of supervision and due care for both the individual child and the remainder of the class.
- If assistance is not provided by using the handheld radio to request assistance, other action may be detailed in the school policy or may require your independent sound judgment.
- Possible actions include having another child accompany the child to the office (last resort), sending a child to bring someone from the office to intervene, or having another teacher watch your class while you take the child to the office.

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Legal Considerations

- **Dangerous Situations**-A substitute teacher is responsible for making sure the learning environment is safe.
 - This includes things such as the arrangement of desks so as not to block exits and proper supervision during the use of potentially dangerous classroom equipment.
- A teacher must also consider the potential for problems in certain kinds of classes. Planned activities in a physical education, science, construction, culinary arts, etc. may be uncomfortable for the substitute teacher. In such cases, the substitute teacher may choose to do an alternative activity which they feel they can conduct safely.

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Legal Considerations

- **Mandated Reporting**

- The purpose of child abuse reporting legislation is to protect the **best interests of children**, offer protective services to prevent harm to children, stabilize the home environment, preserve family life whenever possible, and encourage cooperation among the states in dealing with the problem of child abuse.
- Substitute teachers are considered mandated reporters in regards to child abuse and/or neglect as this reporting falls within the Code of Ethics for Educators and Georgia's Mandated Reporter Law.
- School counselors, school social workers, and/or administrators should be contacted if child abuse/neglect is suspected.
 - Your job is to report suspicion. You should NEVER question a child, only report what they tell you.

Legal Considerations

- **Sexual Harassment-*What is it?***

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or a student's academic success
 - submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals
 - such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working, or learning, environment

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Legal Considerations

- **Sexual Harassment-*What are some examples?***
 - The following are behaviors which could be viewed as sexual harassment when they are unwelcome:
- **Verbal**
 - whistling or making cat calls at someone
 - making sexual comments about a person's clothing or body
 - telling sexual jokes or stories
 - referring to an adult woman or man as a hunk, doll, babe, or honey
 - spreading rumors about a person's personal sex life
 - repeatedly "asking out" a person who *is not* interested

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Legal Considerations

- **Sexual Harassment-*What are some examples?***

- The following are behaviors which could be viewed as sexual harassment when they are unwelcome:

- **Non-verbal**

- paying unwanted attention to someone (staring, following)
- making facial expressions (winking, throwing kisses, etc.)
- making lewd gestures
- giving gifts of a sexual nature

- **Physical**

- hanging around, standing close, or brushing up against a person, touching a person's clothing, hair, or body
- touching oneself in a sexual manner around another person, hugging, kissing, patting, stroking, massaging

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Duties and Instructional Responsibilities

- Lesson Plans: Maintain the regular routine of class and follow the daily class schedule/lesson plans provided.
- Student Attendance: Attendance should be taken at all class changes, including before and after transitions. Follow the attendance procedures established at that school.
- Classroom Management: Model and reinforce the expectations of the permanent teacher.
- **Leaving School Campus:** At no time during the day should the substitute leave campus unless authorized to do so by an administrator.
- Discipline: Maintain appropriate discipline in the classroom using acceptable behavior management strategies when students cause behavior problems that are disruptive to the learning environment.
- **Additional Duties:** Substitute teachers **are** required to perform other duties during planning periods for the successful and safe operation of the school (*i.e. bus duty, lunch duty, filling in for another teacher during a scheduled break or planning period, front office assistant, and other assignments as necessary*).

Classroom Management

Here are some general strategies and techniques to help you achieve effective group management and control.

- **Focusing**-this technique means that you will demand attention before you begin
 - In the primary and elementary school, when students see the “Time-Out” signal they know this means you need their attention. You can also use a clap pattern that they repeat as a signal to stop talking.



Classroom Management

- **Direct/Explicit Instructions**

- Begin each class by telling the students exactly what will be happening.
- Outline what the students will be doing during this segment/block.
- You may set time limits for some tasks.

- **Monitoring/Circulating**

- The key to this technique is to circulate around the classroom.
- Avoid spending extended periods of time at the teacher's desk.
- While your students are working, make rounds and check on their progress.
- Proximity keeps students on task.
- Help students as you see a need.

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Classroom Management

- **Modeling**

- Teachers who are courteous, prompt, enthusiastic, in control, patient and organized provide examples for their students through their own behavior.
- Be a model for how you want the students to act and behave.

- **Non-Verbal Cuing**

- Using non-verbal cues like hand signals, clap patterns, timers, even facial expressions can be an effective way to gain students' attention.
- Care should be given in choosing the types of cues you use, and students can often tell you what cues the classroom teacher uses.

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Classroom Management

- **Positive Behavior Best Practices**

- When minor misbehaviors need to be dealt with in the classroom, do not draw attention to the behavior.
- Correct the behavior in an inconspicuous way by talking directly to the child using close proximity and a quiet voice
- Simply inserting the child's name and looking at them while teaching will get their attention and cause them to correct the behavior
- Discipline should not be abrasive, hostile, or sarcastic; nor should it be passive, timid, inconsistent, or non-directive
- Always look for opportunities to provide student praise
- Refer to Social Contract

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Classroom Management

Running someone else's classroom can be tricky...establishing rapport quickly will be important!

- Remember to introduce yourself and tell them something fun or interesting about yourself
- Stick to familiar techniques like those associated with Capturing Kids' Hearts
 - Greeting at the door
 - Good Things
 - Social Contract
 - Launch

What Would You Do?

Using the scenario provided, discuss with your group what you would do in this situation based on what you have learned so far.

Be prepared to share your discussion.

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Tips and Tricks

- **Plan ahead for lunch/snack for yourself**
 - bring lunch from home or eat from the cafeteria
 - bring a quick snack in case lunch is very early or late in the day
- **Consider the weather and possible outside duty**
- **Bring reinforcements**
 - candy-works for ALL ages
 - stickers
 - pencils
- **Engaging management tricks**
 - earning points for rewards
 - random reinforcement
 - transitions are good times to look for reinforcement
 - look for opportunities to use reinforcements with your most challenging students

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Tips and Tricks

Google these keywords to access engaging and appropriate videos for movement/educational content:

- **Jack Hartmann** - movement videos for younger students
- **Go Noodle** - movement videos available on YouTube for younger students
- **PBS Learning Media** - all ages
- **The Learning Station** - movement for younger students
- **Brain Break-Would You Rather? Energizer Games (YouTube)** - older students

Daily Routine

- **Arrive on time**

- It is best practice to arrive at least 15-20 minutes earlier than required so that you can familiarize yourself with the classroom, the teacher's lesson plans, and other important information before students come into the classroom.
- The work day at all school campuses is 7:30-3:30.
 - If you are subbing for a teacher or paraprofessional that has a morning duty, your arrival time may be earlier.
 - Likewise, if you are subbing for a teacher or paraprofessional that has an afternoon duty, your leave time may be later.

- **Sign-in**

- Refer to video

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Daily Routine

- **When you get to the classroom...**

- Introduce yourself to the teachers around you and let them know you are subbing for _____ today.
- Find the locations of the restrooms and teacher workrooms.
- Find the teacher's plans and important information for the day.
- Ask the surrounding teachers about the emergency procedures if they are not included with the daily materials.
- Write your name (as you wish to be addressed by the students) on the board.
- Review the classroom social contract/rules/expectations, if posted.
- Read through the lesson plans and daily schedule left by the teacher.
- Locate the materials needed to carry out the plans for the day.
- **Pay close attention to any medical information, information regarding students that receive special services, or other specific information left by the teacher.**
- Study the seating charts, if available.
- When the bell rings, stand in the doorway and greet students as they enter the classroom.

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Daily Routine

- **Throughout the day...**

- Carry out the lesson plans and assigned duties to the best of your ability.
- Improvise using the materials in in the classroom to fill extra time, enhance activities, or supplement sketchy lesson plans as needed.
- Be fair and carry out the rewards and consequences you establish.
- Be positive and respectful in your interactions with students and school personnel.
- **If you are unsure about anything...ASK!**

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Daily Routine

- **At the end of the day...**

- If you are subbing at CPS or CES, before dismissal, check for change of transportation notes that might have been placed outside your door.
- After students leave, write a brief report about your day and leave it for the permanent teacher.
- Neatly organize the papers and materials turned in by the students.
- Turn off lights and equipment, and make sure the room is in good order before you lock the door.
- Turn in badge, keys, etc. to the office.

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Be the Light!

- Be on _____!
- Follow the _____ provided for you.
- Establish _____ with the students quickly.
- Be _____ and encouraging.
- _____ students at all times.
- Adhere to the daily_____. Smooth transitions depend on timeliness.
- Classroom _____ is key!
- Be sure to leave a _____ for the teacher at the end of the day.
- Stay _____, _____, and _____. Kids notice your reaction to situations.
- Don't be afraid to ask _____!

Substitute Pay

- Payday is the last working day of each month.
- To ensure accurate and timely pay, each employee should promptly report any changes in name, address, marital status, or education level to the Department of Human Resources.
- Social Security (FICA), federal income tax, and state income tax (when required by law) will be deducted from the substitute teacher's paycheck.
- School bookkeepers will enter substitute assignments for pay and should be contacted for issues or discrepancies in pay. Any errors in pay should be reported to the **school bookkeeper** by the substitute teacher no later than 5 working days after receipt of check of current pay period.
- Remember....you **MUST** sign-in and document your attendance in order to get paid!

Substitute Pay

- **Pay Rates**

- Non-Degreed (HS Diploma/GED/Associates Degree) = \$60/day
 - Not eligible for long-term assignments
- Degreed (Bachelor's Degree or Higher and/or Valid Teaching Certificate) = \$80/day
 - Eligible for Long-term assignments in certified fields (teacher positions only)
 - Approved Long-term substitute teacher pay is a \$100/day
 - Long-term pay only applies to *certified teaching positions*.
- CCS Retirees (with an Associate's Degree or Paraprofessional Certificate) = \$70/day

Payroll Cutoff Dates:

See CCS Substitute Teacher Webpage