Sub 101 Workshop

Laura O’Grady + Amy Ridings

Agenda

- Connector
- Fundamentals of Substituting
- School Culture
- Technology
- Districts



Connector

Say your name and how long you've been substituting.



Navigating the MCOE Sub Website

Sections:

- Overview
- Resources
- Registering with the Districts
- Renewing your Credential or Sub Permit
- The 30/20 Day Rule
- Office Hour Meetings
- Packet and Document Submissions
- Substituting - New, Continuing, or Reactivating



https://www.marinschools.org/programs-services/services/personnel-services/substituting-information

Registering with the Districts

The steps to register with the districts:

1. Once you receive a registration confirmation email from me, the next step is to connect with the district(s).
    a. The sub rate sheet (includes contact info for each district): https://bit.ly/3TQJQuO



Prior to Arrival

- Read emails from Amy Ridings & if appropriate the teacher
- Prepare for your day
  - Consider drive time and traffic
  - Look into parking arrangement for school site
  - Leave time to find the office and the classroom
  - Have your sub bag ready







Arrival



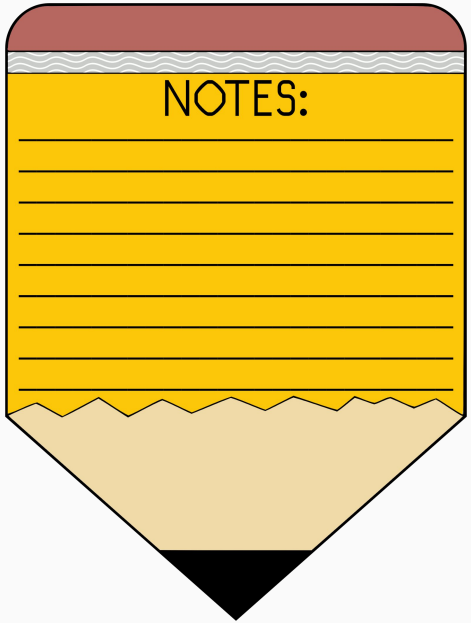
- Arrive at least 30 Minutes early
- Check in at the office
- Ask for map & bell schedule
- Ask for Sub Binder/Instructions
- Ask for Safety Instructions
- Ask about school-wide Behavioral Norms
- Ask about tech in the classroom & computer sign out
- Review sub plans and ask questions
- Ask about students who have IEPs/504s/ELL accommodations

During Teaching Hours

- Introduce yourself
- Have an icebreaker-method to connect with students
- Follow sub plans
- Have back up plans (sub bag)
  - Ways to gain class attention
  - Behavioral expectations/classroom management system/positive reinforcement plan

After the School Day Ends

- Leave notes:
  - Be sure to include the positive & any behavioral challenges
  - Share what work was completed and with how much direction/support
- Check out at in the Office
  - Return technology & key



School Culture

- Each school may have a different culture
  - Example: Check-in to see what the school's policy is on behavioral challenges
- Customer Service personality



Generational Differences Discussion

Take a moment to think back when you were in school. What actions did teachers take when a student was misbehaving?

Generation Alpha Video

Teaching Gen Alpha



Strategies for Teaching Generation Alpha

- Tell a story-make it relatable
- Link to their interests: (Ex. learn about their video games, sports, and student interests)
- Jigsaw:
  - Have students in groups & make each group responsible for 1 part of the topic
  - Have each member be prepared to teach a different group.
  - Disperse 1 group at a tim to other group to explain to the students.
  - Each group takes turns “teaching” other groups
- Give students 3-5 questions befor starting a video clip
- Put keywords on the board before teaching a topic (Make it a game…have each keyword on an index card for each group. Give them a definition or example, and each group han decide on the correct keyword and hold up the card as a response)

Student Behavior Management

- MTSS Video (2.49) https://www.youtube.com/watch?v=D320bOETKVE
- PBIS Video https://www.youtube.com/watch?v=aQwi-sCzyCs
- Strategies from SELPA



Tech Survey - Scale of 1 - 5

Comfortability on using:

- Microsoft products,
- Google suite products,
- iPad/tablet/laptop
- QR codes
- Frontline



Networking

