Sub 101 Workshop

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Agenda

- Norms and Protocols
- Mindfulness
- Connector
- MCOE Sub Website
- Fundamentals of Substituting
- School Culture
- Generational Differences
- Inclusive Classrooms
- Behavior Management



Norms



In this space, we:

- ★ Listen to understand
- ★ Link and connect ideas
- ★ Slow down so we have time to think & reflect
- ★ Focus on what matters
- ★ Listen together for patterns, insights, and deeper connections
- ★ Contribute our thinking and thoughts
- ★ Facilitate one's self and others
- ★ Speak with our mind and heart
- ★ Have Fun!

Question Protocol



- We ask that you use the provided question template located at each table.
- Questions will be collected about 4:15 and we'll answer questions about 4:35.

Mindfulness



Connector

- ➔ Say your name
- ➔ How long you've been substituting
- ➔ Which district you most frequently sub with or plan to sub with.





Navigating the MCOE Sub Website

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:

Sub Bag

Personal Supplies

Classroom Supplies

Rewards/Motivators

Activities (Social Emotional)

Activities (Academic)

Activities (Creative)

Activities (Physical)

Activities (Transition and Engagement)



https://bit.ly/SubBag2025

Prior to Arrival



- Read emails from the district & 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

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



Arrival



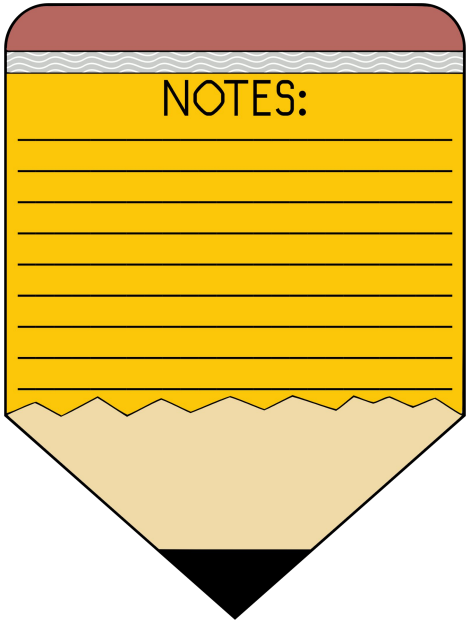
- Arrive at least 30 Minutes early
- Check in at the office
- Ask for map & bell schedule
- Ask for Sub Binder/Instructions
- Ask for Safety Instructions
- Ask about school-wide Behavioral Norms
- Ask about tech in the classroom & computer sign out
- Review sub plans and ask questions
- Ask about students 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 the Office
  - Return technology & key

5 Classroom Management Skills



1. The ability to get and keep students on task
2. The ability to maintain a high rate of positive interactions
3. The ability to teach expectations
4. The ability to respond non-coercively to consequential behavior
5. The ability to avoid becoming trapped

*stedi.org

Generational Differences Discussion



Take a moment to think back when you were in school.

What did one of your teachers do that was not helpful or that stuck with you?

OR

What did one of your teachers do that inspired you or was helpful?

Generational Differences

Generational Differences

Consider your generation & it's influence on you and how you may teach.

Consider generation Alpha in the classroom and how they might learn.



Strategies for Teaching Generation Alpha



- Tell a relatable story
- Link to their interests
- Jigsaw
- Give students 3-5 questions before starting a video clip
- Put keywords on the board before teaching a topic

Teaching Gen Alpha

Strategies for Inclusive Classrooms

Multilingual learners

https://www.youtube.com/watch?v=hYqTM0caS3o

Students with IEPs, 504s

https://vimeo.com/266544120

Personal Bias Awareness

https://www.youtube.com/watch?v=rdSFujnGZ6M

Behavior Management

http://www.behaviormarinselpa.org/



Tech Survey - Scale of 1 - 5

Comfortability on using:

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



Questions?

