

Substitute Teacher Training



How To Begin Your Day

- Sign in at the office
- Receive name badge from main office (if applicable)
- Who to report to?
 - School Building Principal



Your Assignment

Arrival Time is 30 minutes prior to the start of the instructional period.

Before the day Starts

- Familiarize yourself with the room.
- Check daily program or schedule.
- Read the plan book.
- Print your name on the board.
- Review the seating chart (start familiarizing yourself with every child's name as you do so).

Start of the Day

- Be in the room or at the door when students arrive.
- Greet each student.
- Introduce yourself.
- Follow the established routine (as shown in the plans).
- Check attendance carefully, to ensure that each child is present and accounted for.



Your Assignment Cont'd

Early Dismissal

- There are student early dismissal days throughout the year. Please refer to the district's calendar for dates.

The End of the Day

- Routine dismissal procedures should be in the Substitute Folder.
- Leave the room in an orderly fashion. Return teacher manuals to the appropriate location. Leave any collected assignments for the teacher.
- Leave a note for the teacher with any challenges (student or class behavior, any other circumstances).
- Complete a timesheet and make a copy for your records.
- Check with the secretary as to whether your services will be required the next day.

Departure time is 15 minutes after dismissal.

Substitute Responsibilities

As a substitute, you are responsible for maintaining a professional attitude of mutual respect and confidence. Your cooperative attitude, expressed in the willingness to provide needed services, is deeply valued.

As a substitute, you should:

- Be punctual.
- Notify the district if you are going to be absent.
- Sign in and out on the time sheet provided in the office.
- Wear the substitute name badge at all times while substituting (if applicable).
- Practice the professional ethics of confidentiality. (Not discussing teachers, students or school affairs at any time) – This sets a good example to students.



Substitute Responsibilities Cont'd

You Should:

- Be supportive and offer assistance under professional supervision and direction.
- Be willing to have short conferences periodically, with other teachers, or administration.
- Set a good example of appearance and behavior for students.
- Contact the principal if you are not satisfied with your placement, or have any concerns.

Substitute Responsibilities Cont'd

- **Curriculum Information**

- Follow the teacher's lesson plans provided.
- Use the appropriate materials provided by the teacher.
- If no lesson plans are available, review with the principal or other teachers within the department to assist in developing the plans.
- Any other material you wish to add must be pre-approved by the building principal before being presented to students.

- **Illinois school districts follow the Illinois Learning Standards.**

- The standards establish expectations for what all students should know and be able to do in each subject at each grade.
- If you have questions relating to the set standards, please review with the building principal.

Screening & Registration

All substitutes for our school district must have the following background checks completed:

- State and Federal Sex Offender Databases
- Nationwide Criminal Record Search
- Child Murderer and Violent Offender Against Youth Database
- Current and Previous Employer(s)

Policies



DRUG/ALCOHOL FREE

All district workplaces are drug and alcohol-free workplaces.

SEXUAL HARASSMENT

The school district shall provide an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal Law.

SEXUAL MISCONDUCT

“Sexual Misconduct” means any actual, attempted, or alleged sexual molestation, assault, abuse, sexual exploitation or sexual injury.

“Sexual Misconduct” *does not include* sexual harassment.

The school district will not tolerate and will seek to eradicate any behavior by its employees, volunteers, or others which constitutes Sexual Misconduct toward another employee, substitute, or other.

Reporting Procedures and Designated Child Abuse Counselor

It is the express policy of the district to encourage any victims of Sexual Misconduct and their parents or guardians to come forward with such claims.

The District has a designated Child Abuse Counselor who shall remain accountable for implementation and monitoring of this policy.

The identity of the Designated Child Abuse Counselor shall remain on file with the District.



Reporting Procedures and Designated Child Abuse Counselor Cont'd

In order to expedite the proper investigation, any incident of Sexual Misconduct must be reported as quickly as possible as follows:

Employees and Substitutes

- ❖ Required to report any known or suspected incidents according to the Illinois Mandatory Reporting Guidelines.
- ❖ They must also report to their direct supervisor, the district administrator, or the Designated Child Abuse Counselor.
- ❖ If the report is made to the supervisor or district administrator, that individual shall immediately notify the Designated Child Abuse Counselor.
- ❖ If the person to whom an employee or substitute is directed to report to is the offending person, the report should be made to the next higher level of administration or supervision.

Discipline

- Any district employee or substitute who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action, up to and including, termination of employment.
- False accusations regarding sexual misconduct will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action, up to and including, discharge, with regard to employees or substitutes.



- The district will discipline any individual who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint.
- Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Mandated Reporter

Any substitute who suspects or receives knowledge that a student may be abused or neglected:

- Report such a case immediately to the Illinois Department of Children and Family Services at 1-800-252-2873.

Who else should be notified?

- Shall promptly notify the school administrator



Drug & Alcohol Free Campus

All District workplaces are drug-and alcohol-free workplaces.

All substitutes shall be prohibited from:

1. The unlawful manufacture, dispensing, use, sale, possession, distribution or transportation of drugs, controlled substances, or alcohol while on district premises or while performing work for the district are strictly prohibited and may result in discipline up to and including termination of assignment.
2. Drugs and alcohol may not be bought, consumed, transported or stored on any district-owned or leased property (including vehicles).
3. Any substitute who is using prescription or over-the-counter drugs that may impair their ability to safely perform the job, or affect the safety or well-being of others, must notify a administrator of such use immediately before starting or resuming work.



Drug & Alcohol Free Campus Cont'd

4. Substitutes will not be permitted to work while under the influence of alcohol or prohibited drugs in their systems. Prohibited drugs include illegal substances, alcohol, or prescription drugs that may affect the ability to safely perform the job.

We require all substitutes to report to work in a condition that allows them to perform their duties and not impair the safety of fellow substitutes, district employees and students.

Individuals who appear to be unfit for work may be subject to a fitness-for-duty examination at a designated medical facility, shall be subject to reasonable suspicion and/or random drug and/or alcohol testing, and shall be subject to discipline up to and including termination of employment.

Drug & Alcohol Free Campus Cont'd

5. Any substitute who is involved with on-the-job or off-the-job illegal drug use, sale, possession, dispensation, unlawful manufacture, transportation, or distribution may be considered in violation of this policy. In deciding what action to take, the district will take into consideration the nature of the charges, including arrest, conviction, plea bargains and employee's assignment and record with the district. In addition, the district will consider any adverse effect the substitute's actions may have on its students, other employees, the public, or the district's reputation and image.
6. The district reserves the right to authorize searches for illegal drugs, alcohol, or contraband, including searches of lockers, desks, vehicles, or personal effects on the district's property.

Social Media & Personal Technology

- ❑ Use of personal technology & social media for personal reasons is only allowed during non-work times or hours. This must occur at times and places that will not interfere with the job or cause disruption to the learning process.
- ❑ Personal Technology & Social Media should not be used to publish, transmit, or share information about students or employees without prior approval to do so.
- ❑ All employees should maintain high standards for appropriate school relationships when using personal technology or social media. You should not post inappropriate private information about yourself or others that can be accessed by students or other employees. Harassment on social media or by using personal technology is prohibited as per your districts policy 7:20, Harassment Prohibited. Please refer to the policies listed below for more information on conduct and standards for social media use.



Reference: Ethics and Conduct Policy 5:120; Harassment Prohibited Policy 7:20; Access to Electronic Networks Policy 6:235; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20

Safety & Conduct

Student Discipline

Dismissal of Students

Dress & Behavior

Reporting an Absence

Smoking Policy

Medication Administration

Emergency Action Plan

Ethics & Confidentiality



Substitute Safety & Conduct Guidelines



Student Discipline:

Substitutes should not take any disciplinary action. This is the staff member or building administrator's responsibility. However, substitutes should make the staff member and building administrator aware of any misbehavior.

Dismissal of Students:

Substitutes may never dismiss a student from school. Under no circumstances may a substitute take a student off campus. Substitutes may not walk or drive a student to their home unless the child's parent has notified the school office in advance and given written permission for the substitute to do so.

Substitute Safety & Conduct Guidelines

Dress & Behavior:

Substitutes are required to take the lead from the professional staff and dress appropriately for the job. Your appearance should attract no undue attention.

Reporting an Absence:

Please notify the school office as soon as possible if you are not able to come at your scheduled time. Please be on time for your assignment and make every effort to maintain consistent and regular attendance.

Substitute Safety & Conduct Guidelines

Smoking Policy:

We are a smoke free campus!

Medication Administration:

A substitute should never administer medication to a student. Have the student report to the district office and/or school nurse.

Emergency Action Plan:

Substitutes should be familiar with the fire escape routes and disaster routines for the specific rooms in which they will be working. These should be posted in each of the classrooms.



Ethics & Confidentiality

- ❖ It is very important that matters relating to the students you are working with, information relayed by teachers concerning the student, all school records, and any related instances be kept confidential at all times. Names, instances, and conversations should not be repeated to anyone who is not directly involved.
- ❖ Please do not make negative comments about the full time teacher or his/her procedures to the students.
- ❖ If subbing at more than one school, never compare one school with another, employees with others, or students with other students.



Ethics & Confidentiality Cont'd

- ❖ Each student's personal information, such as grades, academic performance, behavior, disabilities, etc., should not be discussed with anyone other than authorized school department employees.
- ❖ No communication may be made with students' parents without prior permission from the administrator.
- ❖ Any questions you may receive, in or out of school, should be redirected to the appropriate teacher or school administrator.
- ❖ If you question whether information is confidential, you should assume that it is, until you are informed otherwise by your supervisor.
- ❖ Please remember: it is against the law to violate a student's confidentiality.

Tips for Working With Students

- ❖ Call students by name. Make every effort to pronounce and spell each name correctly.
- ❖ Observe techniques used by the teacher. Model these techniques when working with students.
- ❖ Accept children as they are, even though their background, values, vocabulary, and aspirations may be different from your own.
- ❖ Encourage and praise students to make them feel good about themselves, even, and especially, when they are having difficulty. Let them know that you care and praise them for even the smallest success.

Tips for Working With Students

- ❖ Encourage students to do their own thinking. Give them plenty of time to answer your questions. Beware of the student who may try to get you to do their work for them.
- ❖ It is okay to admit that you do not know the answer or that you do not know what to do. Work on finding answers together or ask a staff member for assistance.
- ❖ Always be consistent with the teacher's rules for behavior. Do not allow them to do things that the teacher would not. Make sure the students with whom you are working do not disturb others.

Tips for Working With Students

- ❖ Reinforce good behavior by letting them know how proud you are and that you appreciate their effort.
- ❖ Keep students on task so that they can learn as much as possible in the short amount of time that they spend with you. Avoid letting one or more students get you off-track for long periods of time.
- ❖ Do not leave a student or small group of students without supervision.
- ❖ Positive encouragement goes a long way in helping students.

What Should I Do If...

A student is injured:

- No matter how minor the injury is, you should immediately notify the School Nurse and/or Building Administrator.
- Do not attempt to administer any type of first aid.



What Should I Do If...

A student becomes ill:

- ❑ If a student complains of not feeling well, you should notify a School Nurse and/or Building Administrator immediately.
- ❑ You should never administer any form of medication to the student.



What Should I Do If...

Someone asks to see a student:

- Under no circumstances should you grant such a request.
- If any person asks to speak to or take a student, you must direct that individual to the school office.

What Should I Do If...

A problem arises:

- If you should encounter any type of problem with your role, please discuss it with the school principal.



What Should I Do If...

Someone asks you how a student is doing:

- As it becomes known that you are working in the school, you may be asked questions concerning specific students.
- If a parent or friend inquires as to the student's progress, you should say, "I enjoy working with that student and I am sure if you schedule an appointment, the teacher would be happy to talk with you."

When Inappropriate Behavior Occurs

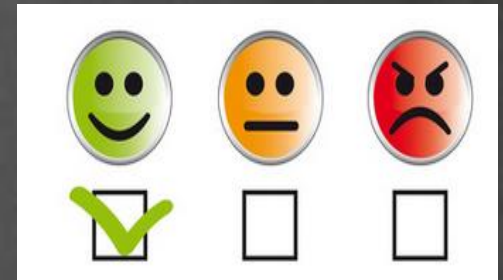
Remember that discipline is ultimately the teacher's responsibility; however, some suggestions may help when inappropriate behaviors occur:

- Follow the classroom rules and the staff members or building administrator's lead in discipline matters.
- Expect cooperation and indicate your confidence in the student that a behavior will improve or misbehavior will not occur.
- Remain calm and objective; control your own temper.
- Do not embarrass students in front of their peers.
- Speak in private about misbehavior. Avoid power struggles. Never threaten students.
- Do not punish an entire group because of the actions of one.

Accentuate the Positive

Students who feel accepted and liked can learn and be successful in school. Here are some ways in which school substitutes are able to help students have those feelings:

- Learn the students' names.
- Let them know they are important.
- Praise students for success.
- Always be sincere and honest.
- Listen carefully to what the students tell you.
- Show a genuine interest in each student.
- Accept the students as individuals.



Rewards of Substituting

We know you will enjoy your substitute experience. By sharing your time with our students and staff, you will:

- ✓ Be given the opportunity to use your skills and talents.
- ✓ Gain a better understanding of how children learn.
- ✓ Increase each student's motivation for learning.
- ✓ Know the work you are doing directly affects the quality of education for the children of our community.
- ✓ Have the opportunity to learn valuable new skills that you might utilize in future endeavors.



Remember That...

- The principal has the basic responsibility for the substitute program.
- The teacher or staff member has responsibility for content and technique of instruction and discipline procedures.
- It is important to identify yourself at school by signing-in and wearing your name badge (if applicable).

Thanks!

Our school district appreciates each and every substitute. The wealth of knowledge and passionate personality that each of you brings with you when you substitute makes a difference to our children.

