

The background image shows a person with long dark hair, wearing a white shirt with red heart patterns, sitting at a white desk. They are holding a pen and writing in a notebook. A sticker on the notebook reads 'ZERO WASTE' and features a drawing of the Earth. Other items on the desk include a pink folder, a yellow sticky note, and a pink pen.

TRAINER GUIDE

Substitute Training



DEAR TRAINER,

In this guide, you will find step-by-step instructions on how to conduct the training.

Each page contains images of the slides you will use from the slide deck, questions of what to ask, and videos to play, and activities to direct.

You can write notes or reminders in the margin on the sides as needed.

Use this trainer guide to facilitate the training, lead great discussions, and help learners apply the concepts.

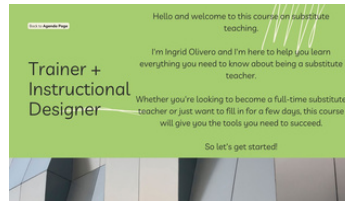
Enjoy your training sessions!

TRAINER GUIDE

WELCOME: INTRODUCTION



NOTES



SLIDES 1-2

5 MINUTES

Introduce yourself, the training and it's purpose.

"Hello my name is ___ and I will be training you today on how to be an efficient substitute teacher."

ACTION ITEMS



SLIDE #3

3 MINUTES

Let the learners know what they'll be learning by stating whats on the agenda for the training.

"Today we will look at your role as a substitute teacher, teaching strategies that you can transition in any classroom, tips on how to have lessons ready, communication between teacher and students and lastly, details on completing your assessment."


DISCUSS



NOTES

What is a Substitute Teacher?

The role of a substitute teacher is to take over the class while the regular teacher is absent.



SLIDE #4

10 MINUTES

Discuss what a substitute teacher is and ask participants to introduce themselves and why they want to become substitutes.


"Why do you want become a substitute teacher?"

DISCUSS



ABC Learning Corp.

Roles



Implement teacher's lesson plans

The substitute teacher's role is to take over the lead teacher's lesson plans and implement them. They must be able to follow instructions, such as when to teach certain material, how long it should take, and how it should be taught. They may also be asked to provide extra help with a particular student if needed.



Maintain student behavior

Substitute teachers must do their best to maintain control of their classes and enforce positive behavior, even when they are unfamiliar with the students or their teachers. They are responsible for ensuring that students are safe and behaving appropriately.

SLIDE # 5

7 MINUTES

Explain to participants the roles of a substitute teacher and how each one is important when taking over a teacher's classroom.

Let them know that they will receive a learner's guide to write down notes and findings through out the training.

Hand out the learner's guides to the participants.

WRITE



NOTES

Teaching Strategies

Substitute teachers are often unfamiliar with the school's curriculum and policies, but they can still provide valuable instruction when they are given clear instructions from the principal and teacher.

The following are some strategies that substitute teachers can use to maximize their impact on student learning:

RECIPROCAL TEACHING	TIERED LEARNING TARGETS	SOCRATIC SEMINAR
The inquiry-based teaching strategy based on questions and dialogue between teachers and students. This method of teaching allows students to explore a topic or question and to discover new information for themselves.	To capture students ability levels and allows for differentiated instruction by using a learning scale. For example, a 1-4 learning scale: 1 being Beginning, 2 being Progressing, 3 being Proficient, and 4 being Advanced. This allows the teacher to see where each student is at and to target instruction accordingly.	Question-focused, student-led, and teacher-facilitated discussion, known for open-ended dialogues. Allows student understanding via active thinking out loud and probing of ideas by all students.

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SLIDE # 6

8 MINUTES

Inform the participants about the three teaching strategies they can use in any classroom they encounter.

"While I explain each strategy please use the learner's guide to write each one. This will allow you to reference it through your planning process which we'll talk about next "

WRITE



Planning

In the case of an emergency where there is no lesson plan for the day, it is important to be prepared with materials. This means having a lesson plan and materials ready to go.

Here are some ways you can always stay prepared:

- Create a binder with lessons for wide range of ages and grades.
- Arrive early to the your location. This will give you ample time to search the classroom for instructional materials available.
- Have printable worksheets and activities handy.

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SLIDE # 7

8 MINUTES

Inform participants that Substitute teachers may have to do their own planning. Discuss that they will encounter teachers that do not leave lesson plans. Explain the three ways they can always stay prepared.

"There will be times when a teacher does not leave lesson plans. Here are some ways you will always stay prepared..."

"Websites like teacherspayteachers.com, offer free and paid resources/lessons that you can gather and use when needed".

WRITE



NOTES

Student Communication

Communication is a key component of the substitute teaching profession. The ability to communicate with students and other teachers is an essential part of the job. Here are some ways you can communicate with students in a positive manner.

Positive Language

Substitute teachers should use positive language with students to create a respectful and supportive learning environment.

Positive Feedback

Praise students for their efforts and achievements, and provide encouragement when students are struggling. This positive reinforcement helps students to feel confident and motivated, and to see themselves as capable learners.

SLIDE # 8

5 MINUTES

"As a substitute teacher you are entering classrooms where relationships and routines have been formed. Therefore, as a sub you will need to think about how you are going to approach new students everyday."

Read the two points and explain in detail the importance of positive language for students.

WRITE



Teacher Communication

When substitute teachers are communicating with teachers, they should always use a professional tone. This means being respectful, clear, and concise in all communications.

Clear Language

When substitute teachers are communicating with teachers, they should always use a professional tone. This means being respectful, clear, and concise in all communications.

Class Feedback

Substitute teachers should keep the teachers updated on how the class went and let them know if there were any problems. This feedback can be used to improve the quality of the substitute teaching experience for future classes.

SLIDE # 9

5 MINUTES

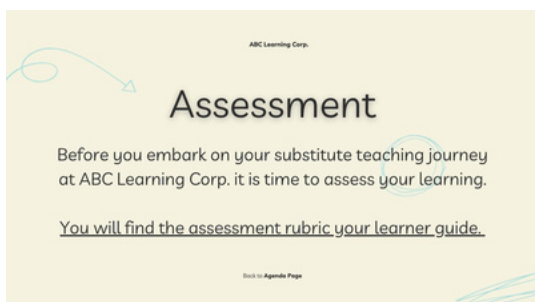
"When it comes to teacher communication, you still need to keep using positive language. However, it also needs to be clear and concise. Teachers want to know how the day went or if any issues occurred but not every detail is important."

Explain that one of the ways to communicate with teachers is by leaving a note with only important information of the day.

WRITE/DISCUSS



NOTES



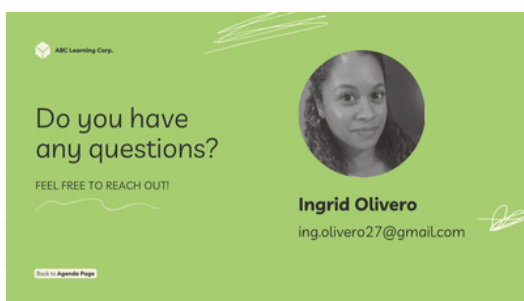
SLIDE # 10

15 MINUTES

Read the slide aloud. Then say, "Today we are going to take some time to reflect on what skills you already have that can be used as a substitute teacher. Then think about the information that you learned and apply it, to create an action plan on page 3."

After the page is completed tell the participants they will share some of their action items with the group.

Give participants time to complete the reflection page.



SLIDE # 11

5 MINUTES

Ask participants if they have any questions and if so, they can email you at anytime.

"Do you have any questions about what was learned today?"

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.