



STEPP

Substitute Teacher Education & Preparation Program



Columbia County
SCHOOL DISTRICT

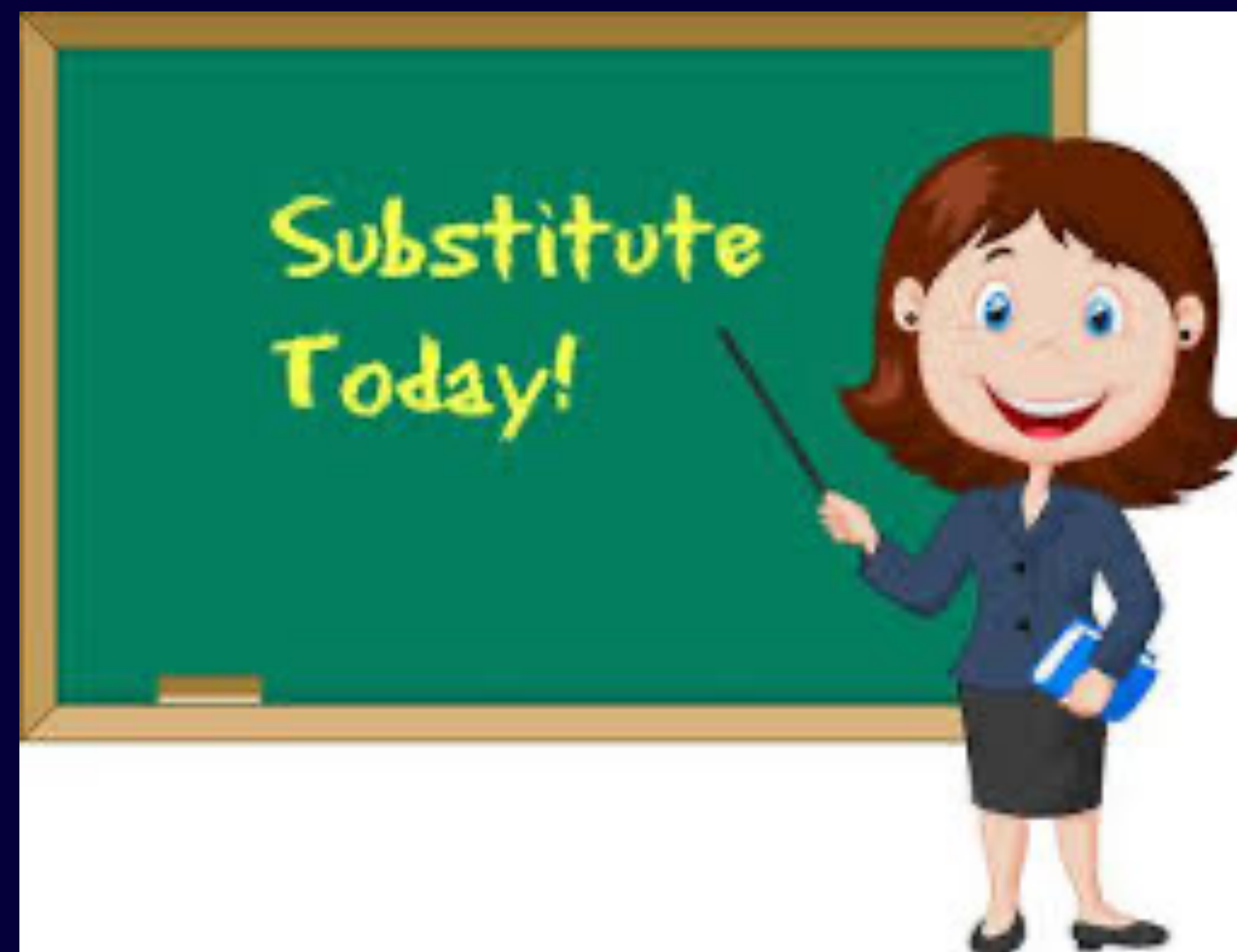


January 24, 2023

Sean Petro
Assistant Chief Human Resources Officer



"I presume you're the substitute teacher?"



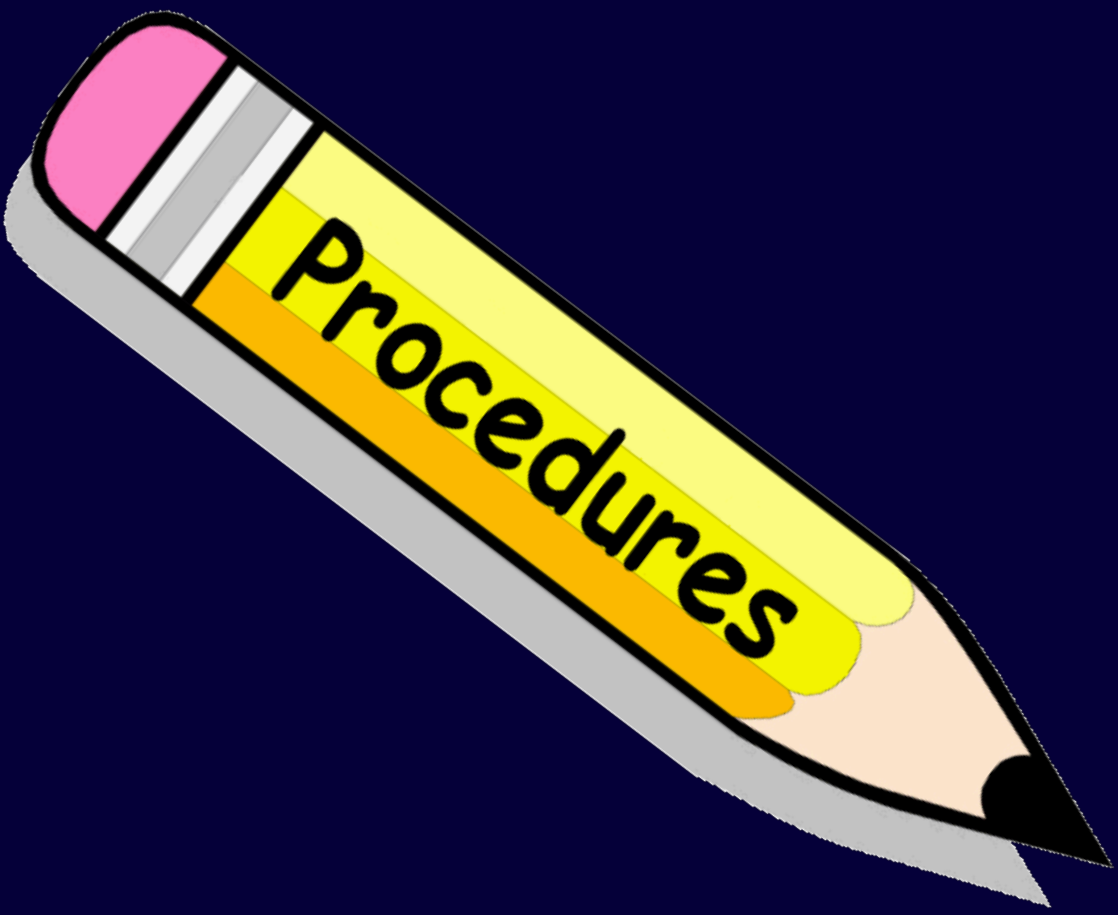
WHAT'S THE PLAN?

What's The Plan?



what's the
plan?

GENERAL POLICIES & PROCEDURES



LET THE FUN BEGIN

FUN ZONE



What are we waiting for?
Let the fun begin!



ELEMENTARY SCHOOL

Elementary School is the place to be! Just think – recess!
Here are some things to help with the smallest of the small ones in
Columbia County.

Possible opening scripts to introduce yourself:

***Your teacher called me because she said you were the best class, and guess what, I am the best substitute! That means we have lots of great learning to do! Here is where we can start--

***Greet them at the door with a "Good Morning, my name is _____. And hand them morning work or offer initial instructions to get the day started.

***Good Morning ladies and gentleman, my name is _____. Your teacher could not be here today, so let's show her what a great class you can be while she is gone!

Keep in mind – Many elementary school children can become a little anxious when there is a sub, or this may be their first time experiencing a sub. The best thing you can do is help them feel safe by being positive and telling them your name!

Tips and tricks:

- ✓ The grade level teachers are the backbone of your success in an elementary sub job! If they do not find you first, find them! Get an idea of the bathroom policy, who to see about a behavior issue, logging into the computer, LUNCH, and dismissal!
- ✓ Start memorizing their names while you take attendance – the "good" kids as well as the challenging ones. This builds relationships and helps you accurately report problems to the teacher.
- ✓ If possible, ask the teacher ahead of time for the name of a helpful student. If they do not provide one, try to identify one by asking a question about a procedure and seeing who volunteers an answer (and seems trustworthy). When you are not sure how you should handle a procedure, quietly ask that student (when the rest of the class is doing something else), "When do you guys normally take a restroom break?" etc.
- ✓ Review posted classroom expectations, this shows the students you have the same expectations as their teacher and will help you become familiar with the expectations and procedures.
- ✓ Come up with an attention signal – Say "Class!" They will respond with "Yes" or "Class, class!" they say "Yes, yes". However, you say it their response should mimic yours.
- ✓ Create a Teacher vs. Students scoreboard on the front board. When they are listening and following directions, they get a point. When they are not, you get a point. If the students win – offer a small reward – like extra talk time at the end of the day, opportunity to play a game like four corners, stickers or small treats if you brought them.

Extra Activities, when you have completed the lesson plan– have a Sub-
Toolbox ready – **JUST. IN. CASE**

- > Have students (2-5) write a "DAILY NEWS" article titled "The Teacher has Gone Missing" having kids come up with stories about why their teacher is out.
- > Play a Trivia Game - Bring trivial pursuit junior questions and set the class up into teams. Have them take turns answering questions while keeping score.
- > Play I spy - or let the kids play in small groups as you figure out what is coming next!
- > Play four corners - one student is "IT" closes their eyes and stands in middle of room. The other kids move quiet like a ninja to a corner of the room, and the "IT" person turns around, stopping on one corner and pointing to it, opens their eyes, and all people in the corner are out.
- > Draw Picture or Write a Story About a Prop - Bring in a prop and have students either draw a picture of it or write a story or poem about it. Then give out 'awards' for best in the class, most original, funniest, etc. before the end of the class.
- > Play Hangman - This requires little preparation. However, it is best done with a group that is enthusiastic to play. Otherwise, you might get a group of talkers who disrupt the game.
- > Play 20 Questions - Tell the students whether you are thinking of a person, place or thing. Give them clues after every five questions. It can also be fun to keep score while you play. You get a point if you stump them and they get a point if they guess the right answer.
- > Read a book, and have students write or draw their own story with a similar problem, character, or setting.

Like the school and want to come back?

- ★ Go the extra mile. Ask if you are needed to perform extra activities, i.e. bus duty or lunch duty.
- ★ Volunteer to help in other classes when on a prep period.
- ★ Be positive to students, other teachers, administrators, and office staff.
- ★ Smile and say "thank you" a lot.
- ★ Introduce yourself to other people in the building.
- ★ Leave a list of students who were on-task and helpful instead of a list of students who were off-task.
- ★ Follow the lesson plans.
- ★ Leave the classroom as clean as you found it.
- ★ Ask the secretary if there is a preferred list and if s/he would put you on it, if s/he feels comfortable.
- ★ It takes time to become trusted as a substitute teacher, so go to the same schools as often as you can.
- ★ Be positive when in the teacher's lounge.
- ★ Always have extra activities available in case there is extra time in the class period.
- ★ Be cheerful when the school secretary calls you. Thank him/her for giving you the opportunity to teach.
- ★ Be a team player. Be more helpful than is required.

MIDDLE SCHOOL

MIDDLE SCHOOL 101

Remember...

1. Do not sweat the small stuff!
2. Pick your battles.
3. Treat the students with respect. Building appropriate positive relationships is the key.
4. FOLLOW THE LESSON PLAN!

TIPS:

- Find your neighbor teacher to discuss specific rules or procedures you need to be aware of for the school.
 - Bathroom Policy
 - Lunch procedures
 - Procedures for students leaving the room
 - Procedures for devices in the classroom
 - Emergency plan- fire drill, lock down procedures
- Be in the hallway during class changes.
- Greet students at the door and learn as many names as possible.
- Start each class period with your expectations.
- Find a trustworthy student that will help you navigate through each class period.
- Generally, it is best if you only allow ONE student to leave the room at a time. Note the time and destination of the student.
- Leave the teacher a list of students that behaved appropriately.

Classroom Management Tips:

- When addressing a student's behavior, it is always best to do it one-on-one. If you redirect a student in front of an entire class, it can result in a confrontation.
- Set quiet cues to get students' attention. Explain these at the beginning of class when you review your expectations.
- Move around the room and be visible. This will stop most behaviors before they occur.

Just in Case Activities:

- Deck of Cards: Practice multiplication facts, Integer Wars
- Novel: Stop by the library and pick up a book. Read it aloud to the students.
- Postcard of Info: Give each student an index card. On the front, students can draw a picture about the information they are studying in class. On the back, students can write a few sentences describing the topic.
- Million Dollar Mission: Pose this question to students: "Suppose someone offered to pay you one penny on the first day of the month, then double your wages each day for 29 more days OR \$1million to work on a special project. Which would you choose?" Show work to support your answer.
- Alphaboxes
- Word Games- Topics & Words, 3 things
- Pictionary

If you have questions, feel free to email me at amy.stephenson@ccboe.net.

HIGH SCHOOL

Scenario 1: *Engagement, Rapport & Introduction—or BUST.*

We all know first impressions are weighty, but we do not always present ourselves to the world as we wish we would. Sometimes our nerves or fears take over.

TASK: Talk amongst yourselves and share ideas about how you might start a high school class. Practice what you might say verbatim. Share ideas, and take note of questions you might have for me. At the end of the allotted time, one person will share a mock example of an introduction to the class, or if more comfortable, may simply share a tip for the group.

Scenario 2: *Cell Phones. Dial 1-800-FOR-REAL?*

BYOT. Bring your own technology. In Columbia County, students can use cellular phones for academic purposes as directed by the classroom teacher. This privilege can promote a positive learning environment, but is also a breeding ground for inappropriate use.

TASK: In your groups, write down three to four effective, creative, or perhaps humorous ways to take control of the classroom when a student is distracted by a cell phone. How can you keep cell phones under control?

Scenario 3: *Back-up Lesson Plans –Where’s the handout?*

In a perfect world, teachers leave detailed and easy to manage lesson plans, but we know this does not happen.

TASK: In your group, brainstorm appropriate “back-up” lesson plans for the high school level. Maybe you want one that is suitable for all subjects, or perhaps you want to create one for each subject. Start the discussion and take notes to aid you in the creation of your own.

Scenario 4: *Defiance, Attitudes, & Blatant Disrespect –Oh My!*

Teenagers, teenagers. They are a mystery, but also a joy. Defiance is usually a reaction to a momentary problem, but stems from a relational/heart level issue. Defiance can be met with a respectful, authoritative response, but should not be met with another defiant reaction. Never engage in a power struggle with a teenager. You do not know them and they do not know you. Trust me, it is not worth it.

TASK: In your groups, create a skit where a student is defiant. How would you redirect the student’s behavior or reinforce acceptable behavior? You should have one group member act as the student, and one as the teacher. Remember to use logical consequences, and to criticize the behavior, NOT the student. “You” messages lay blame and conveys criticism of the student. “I” messages describe how the negative behavior makes you feel. Sometimes the issue is minor and selective ignoring will help diffuse the issue. However, students do need to understand while they are free to make choices, they are not free from the consequences of those choices. If you are uncomfortable acting it out, then feel free to describe the scenario to us 😊

Scenario 5: *What do I do while they are working on a handout or quiz or group project?*

So, the teacher left plenty of “busy work,” but what should you be doing while the students are working?

TASK: Have a discussion on what YOU think a sub should do while students are working on a “handout” or “quiz?”

GENERAL THINGS TO KNOW

Substitute Checklist

1. Dress professionally – no blue jeans
2. Arrive early
3. Check-in/Sign-in with front office or principal secretary
4. At check-in, ask these questions.
 - a. What do I do in case of emergency? Hit the panic button? Email someone?
 - b. Where is my room? Is it unlocked? If it locks behind me later in the day how do I get it unlocked again?
 - c. Does the teacher have any duties I need to cover?
 - d. Is a bell schedule available?
 - e. Are rosters available? Do I need to send the roll to the office or leave it for the teacher?
 - f. Will I need access to the computer? What is the login?
 - g. What is the process for beginning the day? Morning announcements? Pledge of Allegiance? Moment of silence?
 - h. What do I do if someone shows up late to my class?
 - i. What do I do if someone walks out of my class?
 - j. What is the process for lunch dismissal?
 - k. What is the process for afternoon dismissal?
 - l. Does the school have a bathroom policy?
 - m. Are students allowed to eat or drink in class?
 - n. What is the county's policy on cell phone and electronics?
5. Become familiar with your room and the building. Fire evacuation plan. Nearest exit.
6. Introduce yourself to the teacher across the hall or next door, and ask the teacher if there is anything you need to know about the teacher's classes or the school in general.
7. Do not go through the teacher's desk. Be prepared. Bring your own pen and pencil, sticky notes, index cards, paper or any other materials you may need.
8. Locate lesson plans for the day. If you are unable to locate any lesson plans go back to the teacher you just met to ask for help.
9. Follow the teacher's lesson plans. Each one of them.
10. Do not let students leave the room without a pass. Expect them to have a pass if they come to your class late.
11. Leave the completed work in a place where the teacher can easily locate it.
12. Leave the teacher notes for each class (if applicable).
13. Leave the classroom in the same state as you found it. Do not move chairs around. Do not leave trash on the floor.
14. Checkout with the main office.

SPECIAL EDUCATION OVERVIEW

CCSD – Special Education Information

Public Law 94-142, Individuals with Disabilities Education Act (IDEA).

Special Education Services and Disabilities

1. Self-Contained Services – Separate Special Education Classroom
 - a. Autism Spectrum Disorder (ASD)
 - b. Emotional and Behavioral Disorder (EBD/CCETS)
 - c. Mildly Intellectually Disabled (MID)
 - d. Moderately Intellectually Disabled (MOID)
 - e. Severely Intellectually Disabled (SID)
 - f. Profoundly Intellectually Disabled (PID)
2. Interrelated Services – Small Group Separate Classes – IRR Teacher
 - a. Autism Spectrum Disorder (ASD)
 - b. Emotional and Behavioral Disorder (EBD)
 - c. Mildly Intellectually Disabled (MID)
 - d. Other Health Impaired (OHI)
 - e. Specific Learning Disability (SLD)
3. Inclusion Services within the General Education Classes – IRR Teacher
 - a. Autism Spectrum Disorder (ASD)
 - b. Emotional and Behavioral Disorder (EBD)
 - c. Mildly Intellectually Disabled (MID)
 - d. Other Health Impaired (OHI)
 - e. Specific Learning Disability (SLD)

Other things to know about Special Needs classrooms

1. Class sizes in Special Needs classrooms may be different than general classrooms.
2. Confidentiality of records for children with special education services is extremely important.

Other Student Populations with Supportive Services

1. Students Whose Native Language is Not English – ESOL Teacher
2. Students with Healthcare plans
3. Students with 504s

PADLET Q & A

padlet

Sean Petro + 11 · 1m

Substitute Training 2020-2021

Happy to have you here today!

REMAKE SHARE

What requirements are needed to be eligible for an induction certification?

Are we gettin badges?

What do we do if we have a bad experience at a school?

As a sub, are we going to handle crisis intervention situations with students?

Can you accept jobs the day of?

BYOD
Exactly how does BYOD play out in CCSD? Do teachers/subs have the autonomy to determine when devices are allowed during class and when they're not? Or do students have free rein to utilize their device(s) at any point?

Partial Assignments?
Do teachers request a substitute for things like doctor's appointments or are all assignments full days?

Will we know if a child has allergies?
Will there be a plan in place if something happens

Dress code?
Will we be subbing for electives in middle and high schools

padlet.com/ccboehr/substitute

What time do we need to get to work?

Are we allowed to sub in my child's classroom

Is your school using lanyards

How do we know if a child takes meds mid-day? (ADHD, for example).

+

HOW WE USE TECHNOLOGY

Application	Career Opportunities
Job Descriptions	Prospective Educator
Salary Schedules	<u>Substitute Services</u>
Human Resources Homepage	



Substitute Services

The Columbia County School District is dedicated to employing a substitute workforce capable of continuing the commitment to excellence and serving our students during times of employee absence.



- Human Resources Homepage
- Career Opportunities
- Application
- Salary Schedules
- Job Descriptions
- Substitute Services**
- Prospective Educator
- Staff

How to Become a Substitute Teacher/Paraprofessional and Minimum Requirements

- Email Sean Petro at sean.petro@ccboe.net to inform him you are interested in becoming a substitute teacher/paraprofessional. If you are a certified teacher, please attach a copy of your certificate to the email of interest.
- Candidate must possess at least a high school diploma or GED.
- Evidence of being at least 21 years of age.
- Must consent to a background check.
- Complete an application for employment [HERE](#).
- Completion of the STEDI SubSkills Training Course (\$39.95 fee) with a composite passing score of 85%. STEDI Sub Diploma MUST be uploaded to your application. If you have a valid current or expired teaching certificate, you are EXEMPT from taking the online Substitute Training Course; however, you MUST upload a copy of your valid current or expired teaching certificate to your application.
 - Click www.stedi.org and choose "SHOP" at the top of the screen.
 - Select your SubSkills training option, and Add to Cart. (The Columbia County School District requires a "Sub Diploma" with a passing score of 85% from Basic Option A or Basic Option B.)
 - Proceed to Checkout.
 - Please contact info@stedi.org with any questions or issues you may have regarding the course or registration.

SUBSTITUTE ORIENTATION REGISTRATION EMAIL, REMINDER EMAIL, AND FOLLOW-UP EMAIL

Congratulations!

You are invited to attend the Columbia County School District Substitute Orientation in Boardrooms 2 and 3 located on the first floor of the Columbia County Board of Education Building, 4781 Hereford Farm Road, Evans, GA 30809. **Please register for this orientation by clicking on this link —>(Substitute Orientation) and completing the form. The DATE AND TIME of the orientation is located at the top of the registration form. YOU MUST COMPLETE THIS FORM IN ORDER TO ATTEND THE ORIENTATION. PLEASE DO NOT SHARE THIS EMAIL WITH ANYONE. THIS ORIENTATION WILL BE LIMITED TO THE FIRST 100 PEOPLE TO REGISTER. Since this orientation is limited in size we ask that you register only if you are certain you want to substitute and can provide all the documents needed in a timely manner. This is the last orientation of the year.**

SUBSTITUTE REQUIREMENTS (Minimum Requirements)

1. High school diploma or GED
2. Completion of required 4.5 hours of initial substitute teacher training for non-certified teachers. Certified teachers will be dismissed after the paperwork portion of the orientation. (This is the orientation you will be attending)
3. Evidence of being at least 21 years of age

ORIENTATION AGENDA

8:00 am – 9:30 am Paperwork
9:30 am – 12:30 pm Substitute Pedagogical Training

Before attending the Substitute Orientation you will need to complete the following if you have not already done so:







- Copy of Georgia or out-of-state Teaching/Paraprofessional Certificate and/or Georgia Certificate of Eligibility (if applicable)
- Copy of GACE/Praxis/TCT/out-of-state content scores (if applicable)
- Copy of MAT program acceptance letter (if applicable)
- Copy of DD214 (if applicable)

***2019 CCBOE retirees will not need to provide any of the above documents**

*****Important information*****

1. Be on time. **The doors will shut at 8:05 a.m., and no one will be allowed to enter the training after 8:05 a.m. for any reason.**
2. Please plan to run into traffic. Our office is located in front of Evans Middle School and the traffic will be heavy. People coming from Grovetown will experience very heavy traffic. Please plan to arrive early.
3. Parking is very limited. There are approximately 100 people scheduled to be at this orientation. Please park in the lot around our building or the lot behind our building. Do not park on the grass. You may enter the building from the front entrance.
4. Dress attire is business casual. Please bring a jacket. The room may be cold and the temperature will not be adjusted.
5. Please make sure you have **ALL WORK EXPERIENCE** listed on your resume. You will have to explain all gaps in employment. Every year post high school has to be explained on your resume.
6. Every orientation, we have people attend who do not see the process through to completion. The major roadblock is incomplete references. Please make sure your references are indicated on your application, and all your references from the past five years can be reached.
7. You will have 30 days from the date of the orientation to complete everything needed in order to substitute in Columbia County. After 30 days your file will be closed, and you will have to attend another orientation. Please only attend if you are confident you can have everything completed in 30 days.
8. Please bring a pen.
9. If you have ever worked for the Columbia County School District in the past we may have most of the needed information already on file.

Thank you for your interest in the Columbia County School District. We sincerely appreciate your desire to provide this valuable service to our students and look forward to seeing you this week.

 Georgia Code of Ethics for Educators.pdf 102 KB	 17 CODE OF ETHICS FOR EDUCATORS.PDF 267 KB
 IFBGA - Internet Responsible Use.pdf 252 KB	 IFBGA(1) 10.26.09.pdf 319 KB
 IFBGA(2) 07.23.12.pdf	 IFBGA(3) 7.21.17.pdf

Good afternoon,

I would like to thank you for attending our recent substitute orientation. I am sorry I did not get this to you sooner. We look forward to having you serve our students.

Reminders

- Please be aware of the school start times. The school start times **for students** are in the lower right hand corner of the document you were given that listed all the schools and their contact information. I have also listed them below. While it is important to be at your assigned location during school hours, your day will begin and end the same time as regular employees. Regular employees generally arrive at work no later than 30 minutes before the student start times, and leave 15 minutes after students. These times are listed in Frontline Absence Management for each job, and may vary slightly from school to school.

School Hours

Elementary: Student Times: 8:40 – 3:40
Middle: Student Times: 7:30 – 2:35
High: Student Times: 7:35 – 2:45
Lakeside HS: Student Times: 7:40 – 2:50

- Be professional. Remember the Code of Ethics. I have attached the handout to this email.
- Do not hesitate to ask for help. If you do **NOT** know the answer to something ask someone at the school.
- Work as much as possible. We need you. Our students need you.
- Do not hesitate to contact me if you have any questions or concerns.

I have attached the Substitute Guidelines, Substitute Salary Schedule, Substitute Checklist, Code of Ethics and the Internet Responsibility Policy and Procedures we discussed for you to review.

What's Next

- Our team will begin reviewing files.

GOOGLE ORIENTATION REGISTRATION FORM



Columbia County School District Substitute Orientation

When (Date): Thursday, December 10, 2020

When (Time): 10:00 a.m. - 12:00 p.m.

Where: Columbia County Board of Education Building
Human Resources Department
4781 Hereford Farm Road
Evans, GA 30809

You will receive an email on December 3, 2020 with more information about the substitute orientation.

Thank you for your interest in joining our organization.

*** Required**

Your Last Name as it appears on your Social Security Card. *

Your answer _____


Your First Name as it appears on your Social Security Card. *

Your answer _____

Your Middle Initial as it appears on your Social Security Card. *

Your answer _____

GOOGLE INFORMATION FORM & EMPLOYMENT DECLARATION



Substitute Information Form

Please complete this form as soon as possible. Failure to complete this form will cause you to be removed from the substitute list.

*** Required**

Email address *

Your email _____

First Name as it appears on your social security card. *


Your answer _____

Middle Name as it appears on your social security card. *

Your answer _____

Last Name as it appears on your social security card. *

Your answer _____



Substitute Employment Decision Declaration

Thank you for substituting in the Columbia County School District. Please complete this form as soon as possible. If you do not complete this form by June 26 you will automatically be removed from the substitute list. Thank you for supporting our communities, our schools and our students.

*** Required**

Email address *

Your email _____

First Name as it appears on your social security card. *

Your answer _____

Middle Name as it appears on your social security card.

Your answer _____

Last Name as it appears on your social security card. *

GOOGLE FORM FOR HELP AND FEEDBACK

Request for Short-Term Substitute Assistance

Please complete this form if you need assistance in securing a short-term substitute.

If you have any questions or concerns, please contact Sean Petro at sean.petro@ccboe.net.

Your email address (sean.petro@ccboe.net) will be recorded when you submit this form.
Not you? [Switch account](#)

*** Required**

First name of the person submitting this form. *

Your answer

Last name of the person submitting this form. *

Your answer


The first name of the teacher going out on leave. *

Your answer

The last name of the teacher going out on leave. *

Your answer

The school where the teacher going out on leave works. *



Substitute Feedback Form

Please complete this form if you have feedback concerning a Columbia County School District substitute. Thank you.

Your email address (sean.petro@ccboe.net) will be recorded when you submit this form.
Not you? [Switch account](#)

*** Required**

Your First Name *

Your answer

Your Last Name *

Your answer

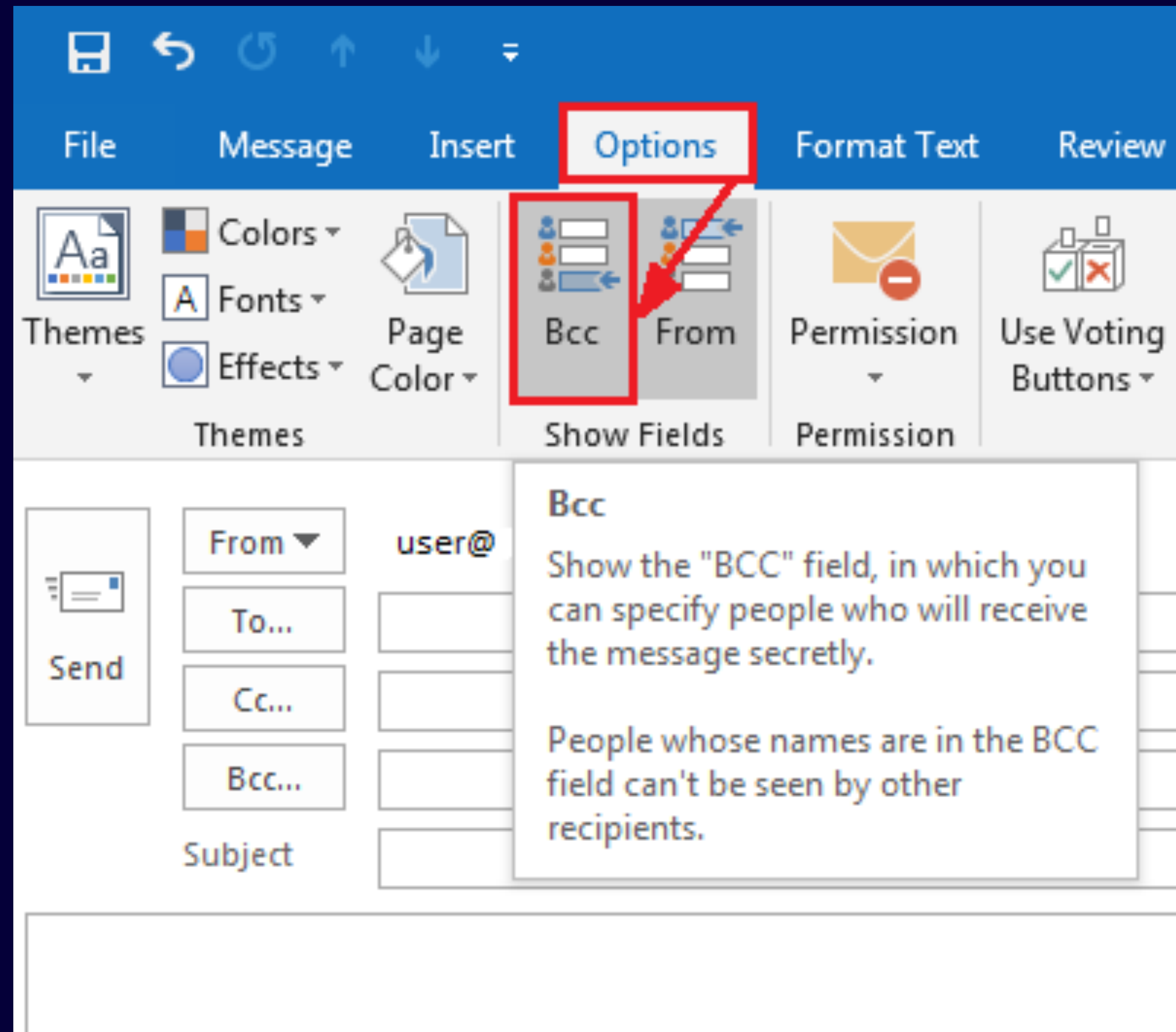
Your School *

Your answer

Substitute First Name *

Your answer

COMMUNICATE WITH SUBS VIA BCC EMAIL



RECRUIT YOUR SUBSTITUTE TEACHERS TO BECOME YOUR FULL-TIME TEACHERS



QUESTIONS



CONTACT INFORMATION

SEAN PETRO

ASSISTANT CHIEF HUMAN RESOURCES OFFICER

COLUMBIA COUNTY SCHOOL DISTRICT

SEAN.PETRO@CCBOE.NET

706.541.2723 EXT. 5136



Thank you!