Substantial

Substitute Teacher **Professional Development**

Our Time Together

1. Why sub PD?

2. What do subs need to know? Sub Competency Framework
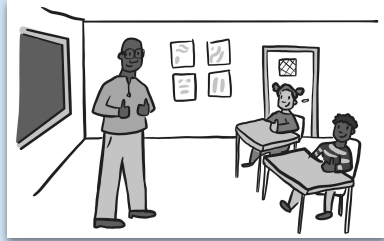
3. Sub PD in action: Lake County

1.

Why sub PD?

Why Sub Training & PD?

Equip Subs

Substitute teaching is a hard job. Training helps build the **skills and confidence** that they need in the classroom.

Build Pool & Pipeline

Training and ongoing support improves subs' retention and strengthens your teacher pipeline.

Students Learn

Subs are responsible for an increasing share of instruction. Prepare them to teach, not just babysit.

2.

What do subs need to know?

What Makes a Strong Substitute Teacher?

Skills & Knowledge ➡️

| Facilitate Instruction | Understand the Role of a Substitute Teacher | Manage Classroom Culture & Routines |

Qualities ➡️
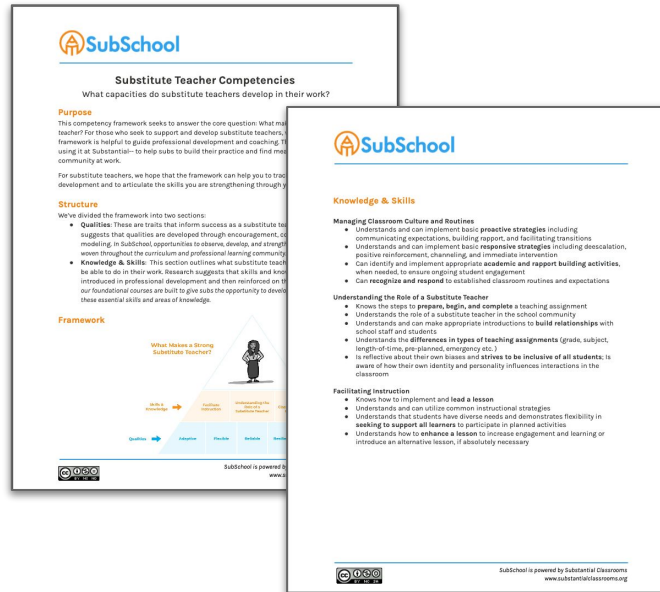
| Adaptive | Flexible | Reliable | Resilient | Empathetic |

Download the **Full Framework**

Ways to use it:

- ▶ PD design

- ▶ Appreciation events

- ▶ Application or selection processes

substantialclassrooms.org/competency-framework

FREE SubSchool Course
Welcome to Substitute Teaching

*"This course was **very useful** for me. This is my first substitute assignment, and I was very nervous about navigating my way through the first day.* **Thank you!**"

-Lake County Substitute Teacher

SubSchool

‹ Go to Course Dashboard

Welcome to Substitute Teaching

12% complete

Search by lesson title

○ Orientation — 1/2
○ Introduction — 1/4
○ Before You Start — 4/17
○ Arriving at School — 0/9
  ○ Arrive Early
  ○ Get Acquainted with the School
  ○ Check-in
  ○ Say Hello!
  ○ Build Relationships
  ○ Reflect: Meeting New People — PREREQUISITE
  ○ Community: Meeting New People
  ○ Scan the Classroom
  ○ Get Ready for the Day
○ The School Day — 0/9

Arrive Early

Why Arrive Early?

The Early Bird Gets the Most Information

As a substitute, even before you meet your students, you need to familiarize yourself with a new environment and prepare for your day. There isn't time during the school day for you to orient yourself, so we recommend arriving about **30 minutes** before the school day begins. Sometimes schools will ask you to arrive this early - but even if they don't, you should plan on it. You'll need time to set yourself up for success.

This lesson will cover how to maximize your 30 minutes to quickly get acquainted with:

1. The School
2. Your Classroom
3. Your Day

Recommendation: Make a morning checklist and action plan to make sure that you can get to the school site at least 30 minutes in advance, with everything you need! This includes making sure you have time for breakfast, transport, etc.

COMPLETE & CONTINUE →

www.subschool.org

3.

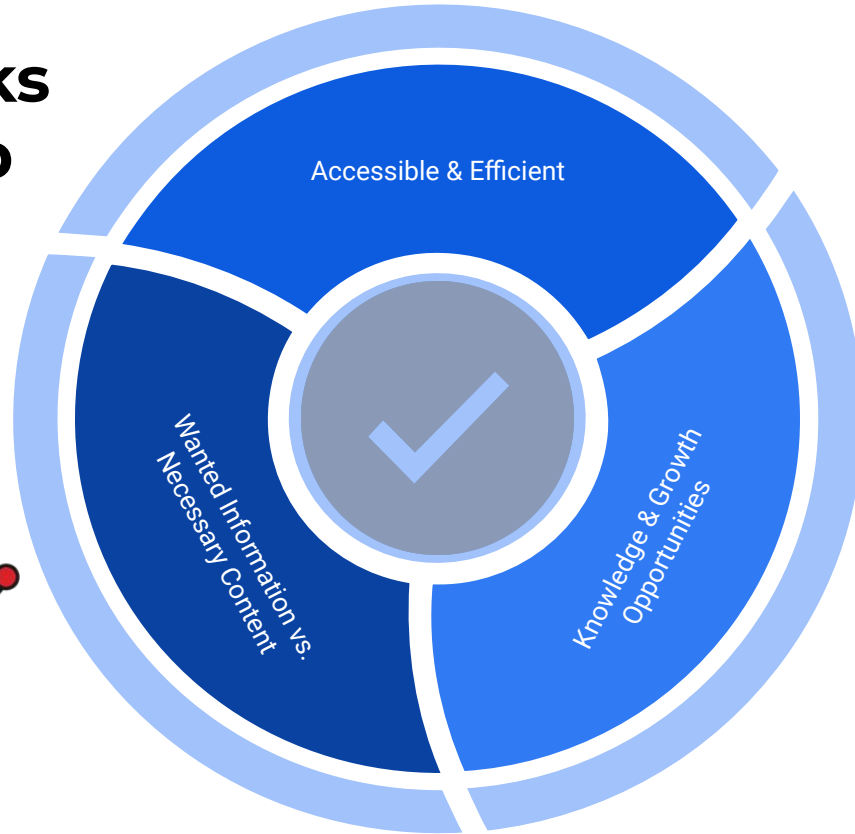## Sub PD in action
Lake County Schools

Where do I start?!

- ▸ Using companies for assistance, like Substantial Classrooms
- ▸ Creating your own content by understanding what your building blocks are

Building Blocks for Boot Camp

Accessible & Efficient

Wanted Information vs. Necessary Content

Knowledge & Growth Opportunities

Boot Camp Breakdown

Creating the Content

Determine what topics you *want to discuss* vs. topics that are *necessary to cover* for your district.

Want: Classroom Management and Tips for Successful Subs

Need: District Ethics & Professionalism and Student Safety

Determining the Format

Ask yourself these questions when determining how to build out your content in the format you desire:

>Do I want this to be virtual or in-person?

>Do I want this to be a requirement upon hire or an optional growth strategy for subs?

>Accessibility is key. How are subs going to access this content?

The Purpose, or *The Takeaway*

What are substitutes "getting out of it?!"

Understanding feedback is important when wanting to incorporate a successful PD program. Take information gathered from annual surveys to help improve your program each year. This will help you cover content that is relevant for your audience.

Beta Testing

Share

Your boot camp should be shared with a control group in order to collect data without bias.

Example: Sub Managers at School Sites, Principals or other "admin level" users

Collect

Collect the feedback from the control group and remain open to constructive criticism. Understand your audience are uber users and interact with substitutes on a different level than you do as a district user.

Reconstruct

Use feedback to rebuild your boot camp to meet the 3 main standards you set for your goal. Once complete, Beta Test your internal group to ensure all key points are clear and the content is *wanted* but also *necessary*.

You may have to step outside of your comfort zone to meet the needs of your audience.

An Invitation to
Think & Ink

What got you excited about what you heard today?

What connections are you making to your work?

Thank you!

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substantialclassrooms.org/symposium

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