

Professional Development Training for Substitute Teachers

Overview

As Idahoans we continue to work together to keep our kids in school. Being a substitute teacher is a great way to help make that happen. It is both fun and rewarding to be able to impact our educational community, but it is also important to have a basic understanding of how classrooms operate as well as some very useful tools and strategies to make your experience successful.

This set of HyperDocs is designed to help you feel confident and prepared as a substitute teacher.

Jennifer Gonzales, a teacher, and author defines a HyperDoc as “a digital document (Microsoft Word, Google Doc) where all components of a learning cycle have been pulled together into one central hub. Within a single document, students are provided with hyperlinks to all of the resources they need to complete that learning cycle” (Cult of Pedagogy, 2017).

How to use this document:

The topics covered in these documents and recordings reflect the skills needed to train and prepare substitute teachers. They include topics such as reading and understanding lesson plans, planning ahead, classroom management, and summary reports. Here are the steps to access a HyperDoc:

1. Watch the introductory video.
2. Click the links to the HyperDoc titles.
3. Read the introduction.
4. Work through all of the information and links.
5. Make a copy, print, and complete any documents in the “Apply” section for your own sub folder.

Elements of Substitute Teaching	Click here to access the HyperDoc
Introductory Video Part I	Video I
Reading and Understanding Lesson Plans	Review of classroom rules
	Face - to - Face and Online Instruction (synchronous vs. asynchronous)
	Interpreting and following lesson plans
Introductory Video Part II	Video II
Planning Ahead	Scheduling your day as a sub
	District Procedures (policies, emergency procedures, 504, IEP)
	What to expect will be provided
	Where to go when you need something
Introductory Video Part III	Video III
Classroom Management	The Details (classroom rules and discipline)
	Love and Logic Respect
	Strategies and Techniques for extra time
	School cell phone policy recommended approach
	Bullying

Introductory Video Part IV	Video IV
Developing a Summary Report	Content
	Format
Part V: Common “Rookie” Mistakes to Avoid	Common “Rookie” Mistakes to Avoid
Part VI: Special Populations	Special Populations
Part VII: Confidentiality	Confidentiality
Part VIII: Technology	Technology
Part IX: Strategies to Increase Student Engagement	Strategies to Increase Student Engagement
Part X: Understanding the Code of Ethics for Idaho Professional Educators	Understanding the Code of Ethics for Idaho Professional Educators

Part XI: Expectations for Substitute Teaching	Expectations for Substitute Teaching

For Administrators: Standardized Substitute Plan for Buildings	Standardized Substitute Plan for Buildings