

# SLS1931 Professional Skills Enhancement for Substitute Teachers

## 3 credits

### **PURPOSE**

This course is designed to give the substitute teacher techniques, skills, and activities to enhance his/her teaching abilities as they relate to students, parents, teachers and administrators within a school district.

### **GRADING POLICY**

S/U

### **SYLLABUS**

#### 1. Overview of course

- Introductions – Who are we?
- Educational philosophy
- Substitute teacher survival kit

#### 2. Substitute teacher check list

- At home
- Prior to entering the classroom
- Before the children enter the classroom
- During the school day
- At the end of the school day

#### 3. Cultural Diversity

- Definition of cultural diversity
- How am I different?
- Joining a “club”
- Messages people “wear”
- Preventive actions
- Guidelines for dealing with diversity
- Working with different cultures

#### 4. Communication Techniques

- Power Talk video
- Non verbal communication
- Body language
- Attitude
- Handshaking
- Voice mail etiquette
- Myths about manners

#### 5. Exercising Personal Professionalism

- How to respond to the substitute teacher caller

- Dressing and acting professionally
- Preparation for the assignment
- Guest speaker
- Confidentiality
- Reporting on time and working a full day

## 6. Grading Practices

- "Entrance Exam"
- Card activity
- Teacher behaviors
- "It's a Good Score" – discussion
- Marshmallow activity
- Teacher's grading policies

## 7. Legal Responsibilities

- 1872 Rules for Teachers
- Legal Responsibilities of Substitute Teachers
- The Teacher's Ten Commandments
- Teacher Incompetence
- Discussion articles
- Ten Commandments for the Classroom
- You Might Be in Education If....

## 8. Professional Classroom Practices

- Code of Ethics
- Exercising professional judgement
- Substitute teacher forms
- Career Tips
- A report for the teacher regarding the activities of the day
- What needs to be done at the end of the substitute assignment

## 9. Classroom Management

- It's Not Easy Being Young
- Listening skills
- Management strategies
- Working with Students with special needs
- Speaker
- Classroom Teachers Can Manage Their Classroom Effectively – discussion
- Personal conduct to minimize violence
- How to Cope with an Angry Child
- A Memorandum From a Child

## 10. Disciplinary Techniques

- Eleven Techniques for Better Classroom Discipline
- Reward and incentives
- The quick fix
- Discipline vs. Punishment
- Non-Coercive Disciplinary Techniques
- Classroom discipline tips
- Make a discipline plan
- Review of typical student behaviors and how to respond to them

#### 11. Establishing a Positive Classroom Environment

- Video – “October Sky” or “Stand And Deliver”
- “The Prince and the Rhinoceros”
- Teacher behavior that encourages/discourages learning
- Essential steps in establishing a positive classroom environment
- 101 Ways to Say “Good Job”
- All Good Things
- Valentine Card

#### 12. Safety

- Bioterrorism
- Lockdowns

#### 13. Additional Resources for More Effective Substitute Teaching

- Ideas, Ideas, Ideas.....

#### 14. School District Policies (provided by School District Personnel)