



COURSE OBJECTIVES

101 Introduction to Being a Substitute Teacher

45 minutes

The participant will . . .

- Learn how to plan for and overcome the challenges that substitute teachers face.
- Learn how to prepare for teaching days.

102 Making Connections and a Good Impression

45 minutes

The participant will . . .

- Learn how to make a good impression on staff, students, and the school to ensure they receive many substitute teaching opportunities.

103 The First 30 Seconds

45 minutes

The participant will . . .

- Examine ways to get started on a positive note in any classroom when substitute teaching.
- Learn about establishing rapport with students, adhering to normal morning routines, and being prepared for the unexpected.

104 Being an Effective Classroom Manager

45 minutes

The participant will . . .

- Learn how to effectively manage a classroom by keeping students engaged and on task.

105 Communication in the School

45 minutes

The participant will . . .

- Learn how to communicate with students, faculty, and administrators.
- Learn how to encourage effective classroom discussions among students.

106 Effective Classroom Discipline

45 minutes

The participant will . . .

- Learn how to set expectations for students and enforce school rules and classroom discipline when substitute teaching.

107 Active Learning

45 minutes

The participant will . . .

- Study how to construct a lesson that will engage students in active learning.

- 108 Learning Styles and Strategies** **45 minutes**
The participant will . . .
- Study different learning styles students may have including learning modalities, multiple intelligences, and perceptions.
- 109 Bloodborne Pathogens** **45 minutes**
The participant will . . .
- Review the basics of bloodborne pathogens and other biohazards including identification, consequences of contamination, protection, and prevention.
 - Review scenarios to consider to respond.
- 110 Supporting Instruction: Reading** **45 minutes**
The participant will . . .
- Review information about reading and literacy programs.
 - Learn strategies for helping students with reading.
 - Collect tips for making appropriate accommodations and modifications.
- 111 Supporting Instruction: Writing** **45 minutes**
The participant will . . .
- Review the writing process.
 - Learn strategies for helping students with writing.
 - Gain tips for making appropriate accommodations and modifications to writing activities.
- 112 Supporting Instruction: Mathematics** **45 minutes**
The participant will . . .
- Review information about the fundamentals of math instruction.
 - Learn strategies for helping students with problem solving.
 - Collect tips for making appropriate accommodations and modifications.
- 113 Reading Comprehension: Narrative Texts** **45 minutes**
The participant will . . .
- Read and evaluate a narrative text.
 - Review the elements of narrative texts.
- 114 Reading Comprehension: Informative Texts** **45 minutes**
The participant will . . .
- Review and practice identifying the elements and structures of informative texts.
- 115 Reading Comprehension: Decoding Language and Utilizing Layout** **45 minutes**
The participant will . . .
- Review strategies for decoding unfamiliar words.
 - Identify different figures of speech.
 - Examine the specific parts of a book.

116 Writing Fundamentals: Parts of Speech and Effective Sentences 45 minutes

The participant will . . .

- Review the eight major parts of speech.
- Examine the types and parts of a complete sentence.
- Identify the common mistakes made in writing.

117 Writing Fundamentals: Mechanics of Writing 45 minutes

The participant will . . .

- Review and practice the mechanical elements of writing including capitalization, punctuation, and spelling.

118 Mathematics: Understanding the Basic Skills 45 minutes

The participant will . . .

- Review basic mathematical concepts (add, subtract, multiply, divide), terms, symbols, and the order of operations.

119 Mathematics: Fractions, Decimals, and Percentages 45 minutes

The participant will . . .

- Review the basics and operations of fractions, decimals, and percentages.

120 Basic Algebra 45 minutes

The participant will . . .

- Review algebra terms, exponents, and methods for solving basic equations.
- Practice evaluating simple algebraic expressions.

121 Basic Geometry 45 minutes

The participant will . . .

- Review basic geometry terms, identify geometric figures, practice plotting ordered pairs on a coordinate grid.
- Practice formulas for calculating perimeter, area, and volume.

122 Mathematics: Data Analysis 45 minutes

The participant will . . .

- Review the uses and terminology of statistics and practice interpreting bar and circle graphs.

123 Introduction to Emergency Action Principles 45 minutes

The participant will . . .

- Understand the importance of learning first aid and preventing disease transmission.
- Learn how to prevent, prepare, and respond to emergencies.

124 Providing Care in an Emergency

45 minutes

The participant will . . .

- Learn how to respond and provide care in the event of an emergency or sudden illness.
- Study how to treat wounds, control bleeding, treat burn victims and musculoskeletal injuries, and handle heat- and cold-related illnesses.

125 Confidentiality

45 minutes

The participant will . . .

- Review the legal basis of maintaining confidentiality for students served by special education.
- Discuss who has access to certain types of student information.
- Learn how to answer questions from others involving confidential information.