



Flowing Wells Unified School District

Potential Finds Opportunity



Substitute Handbook

2023 - 2024

Jessica Bedoy

Substitute Coordinator

520-696-8824

Jessica.Bedoy@fwusd.org



<https://app.redroverk12.com>

Equal Opportunity in Flowing Wells School District

Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 carry the notice requirement requiring the Flowing Wells School District (FWSD) policy of nondiscrimination.

FWSD is committed to a policy of nondiscrimination in relation to race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Questions, complaints, or requests for additional information regarding the Americans with Disabilities Act (ADA) and Section 504 may be forwarded to the designated Title IX Compliance Coordinator:

Dr. Kim Parkinson
1556 W Prince Rd
Tucson, AZ 85705
(520) 696-8822
Monday through Friday
8:00 am to 5:00 pm

This notice is available from the Compliance Coordinator in larger print and on audio tape.

Welcome!

Thank you for choosing to be a Substitute in the Flowing Wells School District. This handbook is provided to assist you in being a successful Substitute. Please read and understand the contents. The contents are arranged to help you find answers to situations which you may encounter as you work in Flowing Wells.

It is also intended that the handbook will serve to encourage consistency in substituting within the district. The procedures and techniques mentioned should assist you, and make your work more satisfying for you and the students.

If at any time you have questions or concerns, please call or email:
Jessica Bedoy, Substitute Coordinator, at 520-696-8824/Jessica.bedoy@fwusd.org
or speak to the Administrative Assistant at the school.



Vision

Potential Finds Opportunity

Mission

Exceptional educational opportunities and high expectations for achievement are the hallmarks of Flowing Wells Schools.

Core Values

Students. We base all decisions on the question,
“Is this in the best interest of the students?”

Integrity. We are fair, ethical and honest.
In all situations, we do what we say and we say what we do.

Quality. We believe that if something is worth doing, it is worth doing well.

Balance. We support and respect each other as we fulfill our commitments to work, family, and community.

Opportunity. We pursue diverse learning opportunities that inspire and challenge students to realize their full potential.



Administration

Dr. Kevin Stoltzfus

Superintendent

Paula Alden - Admin Assistant 696-8801

Dr. Kimberley Parkinson

Associate Superintendent

Human Resources

Danielle Rubio - Admin Assistant 696-8822

Dr. Audrey Reff

Assistant Superintendent

Educational Services

Lydia Tellez - Admin Assistant 696-8805

Stacy Trueblood

Chief Financial Officer

Business Services

Steve Jimenez - Payroll for Substitutes

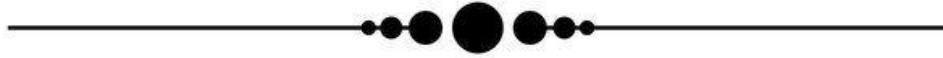
696-8817/esteban.jimenezII@fwusd.org

Patricia Gutierrez

Director of Professional Development

Anna Lovio - Admin Assistant 696-8807

Substitute Assignments



Placement on the Flowing Wells Unified School District Substitute list does not ensure or guarantee job assignments.

Substitute assignments are offered on an “as-needed” basis.

- Certified Substitutes are responsible for maintaining a current Substitute Certificate with the Arizona Department of Education and a Fingerprint Clearance Card.
 - An expired certificate or card will result in lost job assignments.
- Substitutes who have not accepted a job assignment for the duration of a school semester may be considered inactive. The Substitute Coordinator will make all reasonable attempts to contact the Substitute and confirm that they do not want to continue employment with Flowing Wells.
- It is a Substitute’s responsibility to update availability in Red Rover and communicate scheduling changes with the Substitute Coordinator.
- Substitutes who have become inactive and wish to return to work with the district will need to be rehired and complete all necessary paperwork, training, and orientation.

Flowing Wells Unified School District reserves the right to dismiss a Substitute.

Elementary Schools

Centennial Elementary

2200 W Wetmore Rd
696-8201

Admin Assist: Judy Lopez

Principal: Kristy Dale

7:56 AM - 2:10 PM

Half Day Dismissal 12:00 PM



Douglas Elementary

3302 N Flowing Wells Rd
696-8301

Admin Assist: Barbara Elston-Perez

Principal: Dr. Tamara McAllister

7:55 AM - 2:10 PM

Half Day Dismissal 12:00 PM



Homer Davis Elementary

4250 N Romero Rd
696-8251

Admin Assist: Lydia Exiga

Principal: Chris Nogami

7:55 AM - 2:10 PM

Half Day Dismissal 12:00 PM



J. Robert Hendricks Elementary

3400 W Orange Grove Rd
696-8401

Admin Assist: Darlene Jones

Principal: Tabetha Finchum

7:56 AM - 2:10 PM

Half Day Dismissal 12:00 PM



Laguna Elementary

5001 N Shannon Rd
696-8451

Admin Assist: Lisa Stewart

Principal: Alan Schmidt

8:00 AM - 2:10 PM

Half Day Dismissal 12:00 PM



Richardson Elementary

6901 N Camino de la Tierra
696-8501

Admin Assist: Kathy Purcell

Principal: Henry Linker

8:00 AM - 2:10 PM

Half Day Dismissal 12:00 PM



Preschool & Secondary Schools

Emily Meschter Early Learning Center (EMELC)

4605 N La Cholla Blvd
696-8552

Admin Assist: Leticia Granados

Director: Dr. Susan Shinn

8:30 AM - 11:30 AM

12:30 PM - 3:30 PM



Flowing Wells Junior High

4545 N La Cholla Blvd
696-8552

Admin Assist: Debbie Stiltner

Principal: Chad Miller

8:15 AM - 3:05 PM

Half Day Dismissal 12:30 PM



Flowing Wells High School

3725 N Flowing Wells Rd
696-8001

Admin Assist: Jocelyn Clark

Principal: Jim Brunenkant

8:30 AM - 3:30 PM

Half Day Dismissal 12:30 PM



Sentinel Peak High School

4125 W Aerie Dr
696-8900

Admin Assist: Shannon Hejl

Principal: Rebecca Hurst

9:00 AM - 2:45 PM

Half Day Dismissal 12:00 PM



Arizona State Retirement

As a Substitute, you do not qualify for membership in the Arizona State Retirement System, so no funds are withheld from your paycheck.

***Exception:** If you work 20 hours per week for 20 weeks in a fiscal year, you will qualify for membership in the Arizona State Retirement System and mandatory deductions will automatically be taken.*

Retired teachers returning to work

VERY IMPORTANT: To avoid affecting your pension, you must work under 20 hours a week for the first 365 days after retirement.

The Flowing Wells District does not monitor this for you; it is your responsibility to ensure that you are not working over 20 hours a week.

All ASRS retirees MUST fill out the return to work form before your first day as a substitute in the Flowing Wells School District.

You can find more info here: www.azasrs.gov/content/return-work

Please Note: Beginning July 1, 2022, the Alternate Contribution Rate (ACR) is 9.68% for all retirees returning to work. By Arizona state law, the ACR will be applied to the compensation or gross salary of an ASRS retiree who returns to work for Flowing Wells School District in any capacity and for any number of hours. The ACR applies to all ASRS retirees regardless of when they retire, when they return to work, or how long they wait before returning to work. The ACR rate is determined by ASRS on an annual basis. The Flowing Wells School district will cover this contribution.



Compensation Rates

effective August 1, 2022

Certified Substitute Teacher

\$140.00 per day / half day \$70.00
(3.5 hours or less is considered a half day)
Certified and TA II jobs

\$150.00 per day after 20 assignments per school year
(Support staff positions, with the exception of TA II and Health Office Assistant are not included in the 20 days)

\$165.00 per day for long term assignments
(defined as a position that involves lesson planning and grading starting 1st day)

Tuition Based Preschool and FWHS JROTC (longer days)

\$155.00 per day

\$165.00 per day after 20 assignments per school year

\$185.00 per day for long term assignments

Certified Substitute Health Office Assistant

\$140.00 per day

Support Staff Substitute

\$13.80 per hour
Special Education T.A. I, Instructional Assistants, Front Office Staff,
Library, and Computer Lab Technicians *

\$13.80 per hour
Special Education T.A. II and Health Office Assistants

*Support assignments exceeding 20 days are not eligible for increased long term pay
Minimum wage rate will automatically adjust to newest minimum wage rate each January

Employee Self Service (ESS)

Employee Self Service (ESS) is located under Quick Links on the Flowing Wells website: www.floatingwellsschools.org



⇒ **Your log in is your first initial and last name (example: wdisney).**

⇒ **Your password is the last four digits of your social security number.**

If you cannot log in, call Payroll at 520-696-8817 to have your password reset.

ESS is where you can:

- View and print copies of your paycheck and W-2 forms
- Request sick leave payments
- View and update your personal information including changing your address
- Find your employee ID number under Employee Profile
- Change your federal and state tax withholdings

Paychecks

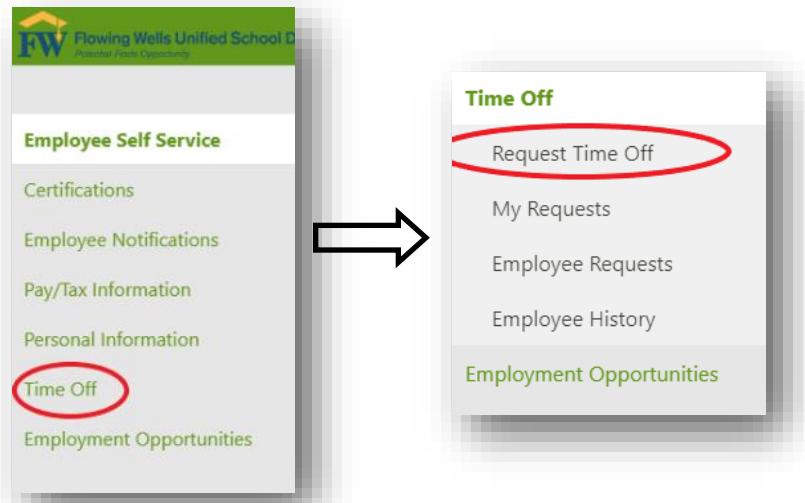
- Paychecks are issued bi-weekly and Direct Deposit is mandatory.
- **No hardcopy payroll checks will be issued.** *If you choose not to have your pay deposited at your financial institution, it will be deposited on a Bank of America card that will be issued to you.*
- Payday is on **Tuesdays**. Please refer to the Yearly Pay Calendar for Pay Dates.
- If you find a discrepancy on your paycheck please first check the payroll dates calendar, then contact Jessica Bedoy at 520-696-8824 or Payroll at 520-696-8817.

Note: Substitutes are subject to payroll deductions required by law: Federal/State income taxes and social security withholding.

Sick Leave

In accordance with labor laws, for every 30 hours you work, you will earn one hour of sick leave. Once a minimum of one hour is earned, substitutes can request to be paid sick leave on any school day in which they did not work in the Flowing Wells District. Requests for sick leave pay can be made in Employee Self Service. **Sick leave is paid at a rate of \$13.00 per hour.**

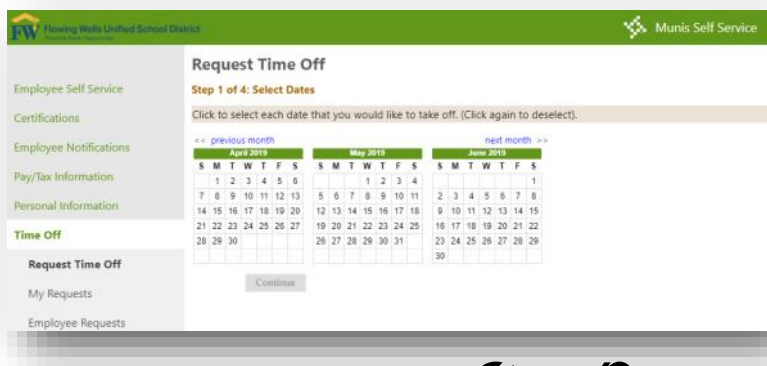
Once logged in, click on TIME OFF, then click on REQUEST TIME OFF.



Select the date and amount of hours that you would like to use.

**Do not request hours on a day that you worked if your worked hours and sick time hours will equal more than 8 hours.*

**Sick leave can not be requested on a Holiday or any day there is no school.*



After confirming the date and amount of hours, click **MAKE REQUEST**

Benefits/Workers Comp

- As a variable hour employee whose work schedule may fluctuate below 30 hours per week, you are considered ineligible for benefits. However, your hours worked will be monitored and if eligible you will receive an offer of coverage letter.
- If injured while working (even if minor), report to the Health Aid or Front Office immediately. If additional medical attention is needed the triage nurse at Alliance will be called to assess and provide further instructions.

Time Clock

When you arrive at the school, ask the Admin Assistant where the time clock is. It's a tablet or computer found usually in the teacher's lounge.

You must clock in and out. Accurate time clock entries are important because your pay check is calculated by balancing the time clock with Red Rover.

You will not be paid for time that is not entered in the time clock.

Certified (teaching) positions are paid by the day.

-> Clock in when you arrive in the morning and out at the end of the day.

Classified (support) positions are hourly.

-> Clock in when you arrive in the morning, clock out for lunch, clock in after lunch, and clock out at the end of the day.

Clocking In:

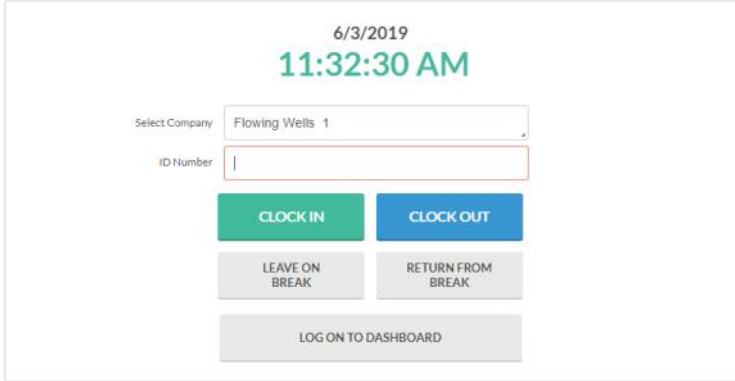
1. Enter your 4 digit Employee ID number and choose "Clock In"

My ID is: _____

2. Enter your PIN (last 4 digits of your social security number) and click "Log On"

3. Confirm that your name is at the top of the screen and click "Continue"

(continued on next page)



TimeClock Plus®

6/3/2019
11:32:30 AM

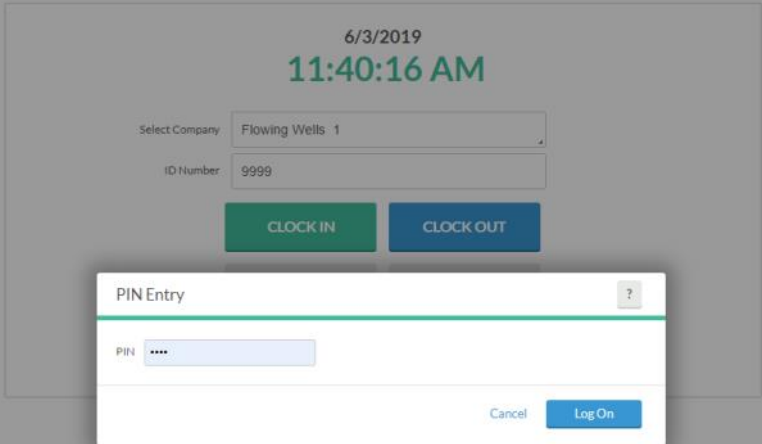
Select Company: Flowing Wells 1

ID Number: |

CLOCK IN | CLOCK OUT

LEAVE ON BREAK | RETURN FROM BREAK

LOG ON TO DASHBOARD



6/3/2019
11:40:16 AM

Select Company: Flowing Wells 1

ID Number: 9999

CLOCK IN | CLOCK OUT

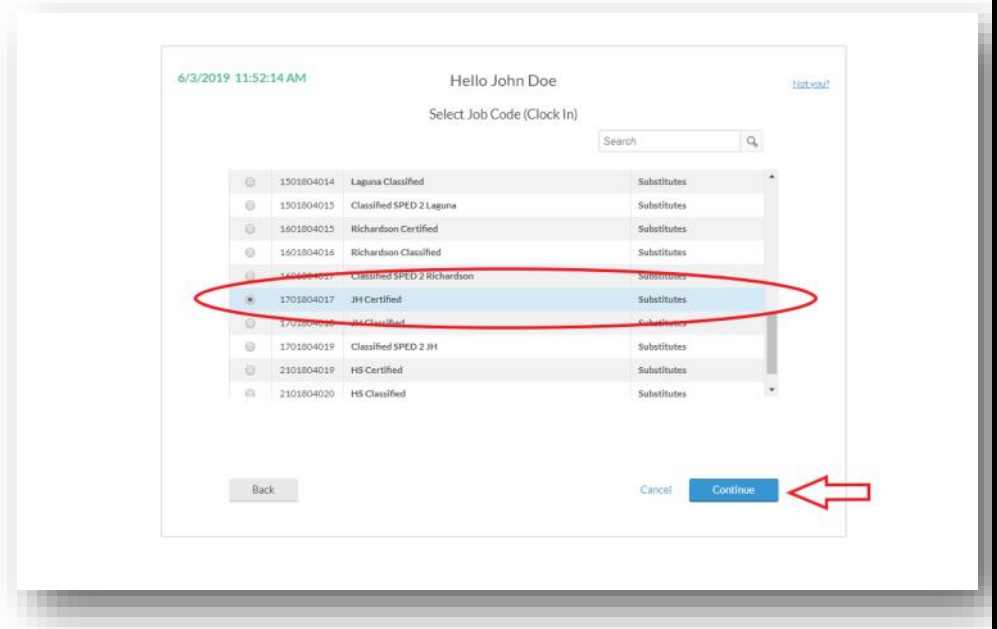
PIN Entry

PIN: ****

Cancel | Log On

4. The next screen is a list of all of the substitute job types and locations in the district.

Select your location and position for the day and click “Continue”.



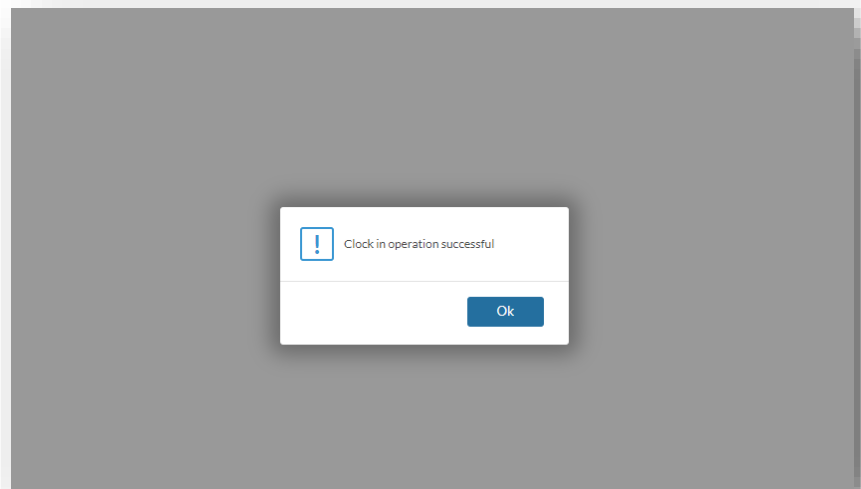
It is VERY important that you select the correct location and correct position type.

Teaching positions are CERTIFIED.

Support positions are CLASSIFIED.

Note: If you are a TA II, you MUST clock in as “Classified SPED 2” or you will not be paid the extra per hour.

5. Be sure you see the “Clock in operation successful” message.



Loss of Planning and 6/5ths:

Substitute Teachers are paid a daily rate of pay for a full day. If a sub is asked to give up a planning period to cover a class or to cover a 6/5th period, no additional compensation will be provided.

Clocking Out

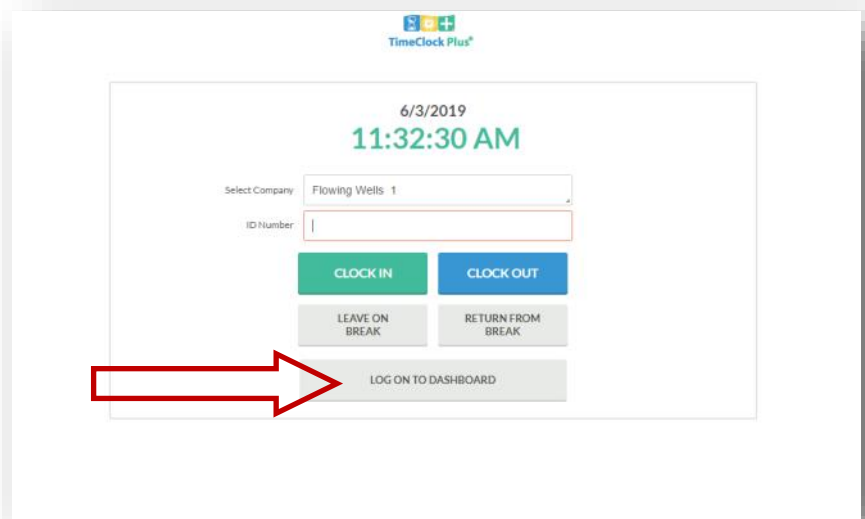
1. Log in using your employee ID number then PIN. Choose “Clock Out”.
2. Be sure you see the “Clock out operation successful” message.

Note: The Substitute Coordinator does not have access to time clock and is not able to correct your punches. If you miss a punch, you need to speak to the Administrative Assistant at the school where you worked.

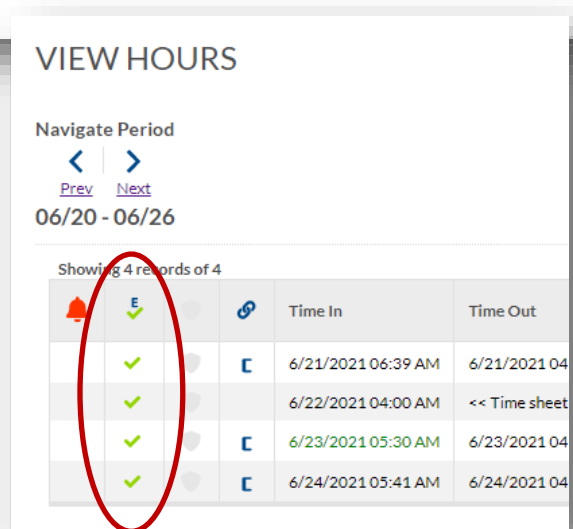
Time Approval

You need to approve your time after clocking out for the day.
This just verifies that you accept the hours listed.

1. Enter Employee ID and click **Log On to Dashboard**
2. Enter Pin Number and **Log On**
3. Click **View Then Hours**



4. Check the boxes next to the day & times you are approving.
5. Use the **Navigate Period** Arrows if you need to go back



Job Cancellations

FWUSD requires a 24 hour cancellation notice for both Substitutes and schools.

The “24 hour” time period is the time between dismissal of the previous school day and the start time of the day of the assignment.

While it is understandable that circumstances outside of your control, like illness or family emergencies may arise, canceling jobs at the last minute is very detrimental. Schools will lose “lead time” in filling the positions. Due to the fact that the majority of Substitutes plan their schedules in advance and many FW Substitutes also work in other districts, last minute openings are difficult to fill. Canceling a position could leave a school without a staff member.

Note: *You will need to contact the Substitute Coordinator to cancel any job within 48 hours or the start time. Other jobs may be cancelled through Red Rover.*

While no immediate disciplinary action will be taken, if you cancel a job with less than 24 hours notice, a note will be made in your record. If a large number of cancelations are noted in a school year, the district reserves the right to ask a Substitute not to return.

Note: *Substitutes are not permitted to cancel a job with less than 24 hours notice and then accept a different job for the same day.*

If a school cancels a job with less than 24 hours notice, or the school neglects to cancel the job and does not need a Substitute who arrives at the school, the school will be liable for a half day pay for a certified assignment and hours worked for a support staff assignment. *Either the Substitute or the Admin Assistant need to contact the Substitute Coordinator to arrange this payment.*

Long Term Substitutes

A long term certified position is defined as a position where the Substitute assumes the role of a contracted teacher or vacancy. This may include planning, grading, attending faculty meetings, etc. If you are in a long term assignment, check with the principal about the duties associated with your assignment.

Long term pay rates are outlined in the “Compensation Rates” sheet provided in this handbook. Your increased pay starts on the first day of the assignment.

Please note: *There is no available overtime pay for long term Substitute Teachers. The increased daily rate accounts for the additional responsibilities associated with the position.*

Taking Attendance

Attendance is recorded on the computer in a program called **PowerSchool**.
Do not send the attendance to the front office on a piece of paper.

When you first meet the Administrative Assistant at the beginning of the day, they will give you log in information for the computer and PowerSchool program. There will be an icon on the Chromebook assigned to you.

If you have trouble, please call the front office or ask your neighboring teacher.

- **Elementary School** Substitutes should take attendance in the morning and after lunch.
- **Junior High and High School** Substitutes take attendance at the start of each class period.
- **Emily Meschter Early Learning Center** Teaching Assistants will take attendance and report it to the Health Office Assistant, who will then enter it in PowerSchool. Students are also signed in and out from preschool classrooms. The Teaching Assistants will help with this as well as taking students to and from the buses.

On the sign in page, select your school and teacher from the drop down menus.

Enter the password that was given to you and click **Sign In**.

PowerSchool

Substitute Teacher Sign In

Select Language: English

School: Centennial Elementary

Teacher: Select the school...
Centennial Elementary

Password: _____

Sign In

FW FLOWING WELLS SCHOOL DISTRICT Substitute Login

PowerSchool

Substitute Teacher Sign In

Select Language: English

School: Centennial Elementary

Teacher: Cullinan, Jellka M

Password: _____

FW FLOWING WELLS SCHOOL

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PowerSchool.com

Taking Attendance - cont.

- You will see a list of all of the teacher's class periods.
- Find the correct class/period.
- Click the icon that shows a chair for a list of student names or the chair in front of a grid to see a class list that includes student names and pictures.

PowerSchool

Welcome, Substitute for Jelika M Cullinan | Help | Sign Out

School: Centennial Elementary Term: 19-20 Quarter 1

Navigation
Start Page
View Daily Bulletin

Start Page

AM(M-F)	5 AM Attendance			X
PM(M-F)	5 PM Attendance			X
REA(M-F)	5 Reading			X
LA(M-F)	5 Language Arts			X
MTH(M-F)	5 Math			X
SOC(M-F)	5 Social Sciences			X
SCI(M-F)	5 Science			X
WRT(M-F)	5 Writing			X

Click on the chair to take attendance or the silverware to submit lunch counts for each class. When you are finished, click the 'Sign Out' link above.

Has picture with Alpha List

⇒ If the student is present, no action is needed.

⇒ **You only need to record absent and tardy students.**

⇒ Once you have recorded attendance, be sure to click **SUBMIT**.

Single Day Seating Chart

Attendance Code

(Present) ▾

(Present)

AB (Absent)

TDY (Tardy)

Classes

Show Multiple Sections

Students enrolled in this class.



Substitute Responsibilities

- Substitutes should report on time to prearranged assignments and within a reasonable amount of time to assignments taken same day.
 - Red Rover times have a built in extra 30 minutes in the morning and after school to give you time to prepare and clean up.
 - Contact Substitute Coordinator or School Admin Assistant if running late.
 - Contact Substitute Coordinator as soon as possible if needing to call in sick.
- Report to Admin Assistant in the front office upon arrival and departure of the school.
 - Please be flexible as need may change for where a substitute is needed.
- Follow lesson plans, established routines, rules and procedures, extra duties, and maintain attendance records for the classroom and school.
 - Lesson plans will be uploaded to Red Rover and paper copies will be provided if needed.
 - Admin Assistant will give you details about schedules, dismissal, fire drills, etc
 - If you can not find lesson plans please contact the front office or a neighboring classroom. You are never expected to “wing it.”
- Maintain professional dress and grooming standards appropriate for a school environment including appropriate shoes for all surfaces. Standard attire is business casual.

Maintain a safe environment:

- Students should be under adult supervision at all times.
- If you have a personal emergency, contact front office to get coverage.
- Be prepared to handle any emergency that arises.
*See Red Lockdown Procedure form
- Report any injuries to the school nurse immediately.
- Do not allow a non school employee into the classroom or to remove a student. All visitors must go to front office directly.
- Corporal Punishment is not allowed. No physical force is permitted including pushing or holding. Call Security/Front Office.



Substitute Responsibilities - cont.

- Substitutes are asked to not use their cell phone during instructional time.
 - Excessive cell phone use during class time may result in being removed from the substitute list
- Some teachers allow students to use cell phones as calculators or research. If you notice a student improperly using their cell phone, DO NOT TAKE CELL PHONE. You would be held responsible for the phone. Follow the discipline plan or contact security/front office for assistance.
- Computers in the classrooms are to be used only to conduct official school business and to further the district's educational goals.
- Build rapport with students. Introduce yourself and follow established routines in a pleasing, genuine, but firm approach. This will ensure a relationship of shared respect with the students. Create a seating chart, if not provided, to help familiarize yourself and prevent discipline problems.
- Any money given to you by a student for a field trip, etc. should be turned in to the Admin Assistant and a note left for the teacher.
- If a Student Teacher is scheduled to teach in a classroom you are assigned to, you are to remain on duty in the classroom and assist the student teacher.
- Follow Mandatory Reporting guidelines and call the numbers listed on your handout if you suspect any offenses.

End of the day:

- You will be expected to leave the classroom and any materials used in the same condition that you found them.
- Follow dismissal procedures and never release a student early or keep them after school hours.
- Leave the teacher a specific written account of all activities in an end of day report.
- Return all items received including keys to the Admin Assistant in the front office.
- Remember to clock out and approve your time for the day.



Professional Ethics

◆ Confidentiality

Many school and student records are of a confidential nature. They are maintained in order to provide information on child growth and development for the professional staff. It is important that you keep all information confidential and never give student information to anyone not employed or retained by the district so as to safeguard students' rights.

◆ Understanding

Substituting provides a unique opportunity to experience, from the inside, the day-to-day operation of schools, and as a result, gain confidential information about teachers/staff.

Therefore, it is important that you are cautious about:

- Criticizing teachers
- Finding fault with schools in which you work
- Making uncomplimentary comparisons between schools
- Discussing the grades or class work of students you work with, except when it may be complimentary or when asking for professional assistance

Substitutes are expected to maintain a courteous and proper relationship with students, parents, staff members, and administration.

◆ Responsibility

Substitutes are expected to maintain the same ethical standards as other members of the Flowing Wells Faculty. For example, as members of the educational profession, teachers are expected to be honest and to use their specialized knowledge, gained through years of higher learning, to help students to become working and effective citizens.



Training

- **Public School Works** - mandatory every year for ALL employees

All employees of the Flowing Wells School district are required to complete training through Public School Works every year. After being hired, Substitutes have ONE MONTH to complete the online training. Failure to complete the training will result in being removed from the active substitute list. At the beginning of each school year, you will receive an email prompting you to complete training. This IS the same training that you completed after being hired.

An email will be sent from publicschoolworks.com to the email address that you provided on your employment application. You will be provided with a username and password.

REMINDER: you have 30 days to complete the training

- **Classroom Management for Guest Teachers** - mandatory for CERTIFIED positions

All CERTIFIED Substitutes are required to complete a 3.5 hour Classroom Management Workshop in their first year of employment. The workshop is facilitated by the Flowing Wells Professional Development Center and participants are paid for a half-day of work. Participants will explore skills and attitudes of effective managers in a guest teaching capacity.

Workshops are scheduled through the Substitute Coordinator and are held seasonally.

- **Health Office Orientation and CPR/First Aid** - required for Health Office Assistant positions

In order to be eligible to work as a substitute Health Office Assistant, you must complete an orientation facilitated by our Health Services Coordinator. You must also maintain a current CPR and First Aid certification. Flowing Wells School District will arrange and pay for trainings when 5 or more people are interested in CPR/First Aid training and will be subbing in the Health Office.

Contact the Substitute Coordinator for more information.

Thank you!

Substitutes are an important part of the Flowing Wells School District community and we appreciate the time that you dedicate to the schools and students.

As a substitute, you are a role model!

You are the leader in the classroom. You are the adult who has been hired to care for and help every student in your classroom. Students will pay attention to what you do, what you say, what you wear, and your tone of voice. Most importantly, your interaction with our students shape how they view adults in the world.

Feedback:

Have a great experience or a negative experience? Leave us feedback so we can follow up with you and the staff. Go to:

http://flowingwellsschools.org/quick_links/red_rover



Classroom Management

Harry Wong, in *The First Days of School*, writes that “effective teachers manage their classrooms while ineffective teachers discipline their classrooms.” (p.82) The same can be said for substitutes. Those who manage their class take a proactive approach to helping students make good choices and focus on academic work while those who discipline take a reactive approach. They wait for students to make poor decisions and then assign a consequence.

Proactive behavior management consists of:

- Clear communication of expectations and instructions
- Consistency of expectations and follow-through
- Feedback and actions that encourage success for all students
- Predictable and reasonable consequences to students’ behavior

Research completed by Robert Marzano shows that when students are in classrooms where effective behavior management techniques are employed they have achievement scores that are more than 20 percentile points higher than students in classes where effective management techniques are not employed. This impact on achievement and success is true during a day of substitute teaching as well. To accomplish your goal of helping all students learn you will need to be able to manage the class.

Behavior problems occur for many reasons; however understanding some of the main reasons helps you avoid them.

Students may have behavior problems in the classroom when:

- They are bored with the academic work
- They are frustrated with the academic work
- They see no relevance for the academic work
- They do not understand the behavioral expectations
- They are experiencing external problems
- The teacher lacks external awareness



Classroom Management - cont.

Five of the six reasons for student behavior problems can be attributed directly to the teacher in the classroom. Only one of the six reasons is attributable beyond the influence of a skilled educational professional. As a substitute one has more control over student behavior than he/she may want to admit. To decrease disruptive student behavior there are three things that need to happen:

- Building personal relationships
- Communicating expectations
- Effectively using time and space

So what can an individual do to accomplish these three goals of building personal relationships, communicating expectations, and using time and space effectively in the short space of a substitute day?

Build Personal Relationships

Smile & greet students at the door

Use students' names

Write your name on the board

Tell them about yourself (be brief and not overly personal)

Connect to the permanent classroom teacher ("Mr. Jones will love to hear that...")

Communicate Expectations

Establish a signal to gather attention at the start of the day/period

Give time limits for tasks and countdowns to readiness

Verbalize the voice level expected during activities (whisper, silence, conversation)

Let students know how you will communicate their efforts to their teacher

Utilize daily classroom rules, procedures, and language when possible

Tell students how you would like them to respond, ask for help, move in the room

Use Time and Space Effectively

Engage all students in active participation through command words:

Overt (observable) commands: "write on your slate," "tell your partner," "show me thumbs up or down - yes or no," etc.

Covert (internal process) commands: "think of the answer to #2," "read the page silently," "watch the clip," etc.

NOTE: Try to provide command statements for tasks every 3-5 minutes

Walk around the room to monitor student work and behavior

Shorten activities if needed

Consider extra tasks if students finish early

Verbalize the objectives or expected outcomes for lessons

Suggestions for Dealing with Predictable Events

"That is not how our teacher does it"

- This is so common that you may want to pre-correct:
"Today, I will try to do some things like your teacher, but some things will be different.
I hope you will be patient about this."

When students are trying to be helpful:

- Thank them for their assistance.
- Use some of their suggestions, if possible.
- When you don't want to use a suggestion, say something like: "Thanks, but I think we will do it this way."

When students seem to be playing games:

- Don't confront them. Simply say: "Thanks, but today we are going to do it this way."
- If someone insists, try humor: "I think I will start making notes on all of these helpful reminders."

Changing seats:

- Let students know that you will be following the seating chart.
- If there is not a seating chart, make one.
- When you are not sure, ask a neighboring teacher to verify the accuracy of the seating chart.

Class Clown:

- Don't compete or get into a power struggle with the student.
- Use humor, do not humiliate or alienate the student.
- Get the student on your side. Ask him/her to help you with a task.
- Keep notes if the problem continues.



Helpful Websites

- * <http://flowingwellsschools.org>
This contains links to all our schools and programs used in the district
Check the Quick Links section
- * stedi.org
- * educationworld.com/preservice/classroom/substitute.shtml
(Tips and resources for substitute teachers)
- * www.pbis.org
(Positive Behavioral Intervention System)
- * puzzlemaker.discoveryeducation.com/
(Generate customized puzzles online)
- * edhelper.com
(Reading comprehension, vocabulary, geography, and other lessons)
- * mathworld.wolfram.com/
(Detailed materials on algebra, calculus, probability, etc)
- * teachone.tripod.com
(Links to sites for new teachers and substitutes)
- * supersubstituteteachers.com/currbased.htm
(Tips and resources specifically for substitutes)
- * www.interventioncentral.org
(Free resources to help struggling learners)

