



Substitute Teaching Is It for You?



Teacher Center of Broome County
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Frequently Asked Questions

What are the advantages of working
as a substitute teacher?



Advantages

- Flexible schedule
- Choice of when, where and what
- Provides valuable experience
- No holiday work involved
- Competitive pay



Frequently Asked Questions

What is the first step in becoming a
Substitute Teacher?



First Steps....

- Obtain a list of school districts
- Find out district's requirements



First Steps....

- Select districts based on your
personal criteria:
 - Location
 - Rate of pay
 - Need for substitutes
 - Area of expertise
 - Type of cliental

First Steps....



- Fill in application form
- Investigate training opportunities

Frequently Asked Questions



What are the educational requirements for Substitute Teachers?

Frequently Asked Questions



What paperwork do I need to provide in order to work as a Substitute Teacher?

Paperwork



- College Transcript
- Letters of Reference
- Two Forms of Identification.
 - Social Security Card
 - Driver License
 - Passport
- Teaching Certificate (if you have one)
- Required Employment and Payroll Forms

Frequently Asked Questions



What is the daily pay that I will receive as a Substitute Teacher?

Frequently Asked Questions



Do Substitute Teachers receive benefits?



Frequently Asked Questions

Once I am accepted as a Substitute Teacher how will I be notified of an assignment?



Frequently Asked Questions

How can I obtain the skills I need in order to become a successful Substitute Teacher?



Skill Training

The number one request by substitute teachers is skill training to handle 94% of all classroom/behavior situations.



Be Prepared and Professional

The number one request by permanent teachers and district personnel is that substitute teachers be prepared and professional.



The TEACHER CENTER of Broome County provides professional development opportunities for people interested in substitute teaching.



Substitute Teacher Training

- Increases your confidence as an educator
- Hones skills in classroom management
- Helps you to assist students in reaching their goals



Tips and Tricks

Be Prepared and Be Professional



Appearance

As you are dressed so shall you be perceived. And as you are perceived, so shall you be treated.

Harry Wong



Attitude

Your actions as a teacher determine the classroom environment. Cultivate positive interaction skills.



Presentation

Successful substitute teachers are those who consciously develop skills that make them effective in the classroom.



Tips and Tricks

Understand the Critical Issues



Critical Issues

- Safe Schools and Emergency Situations
- First Aid
- Legal Aspects of the Job
- Students with Special Needs



Identification and Reporting of Child Abuse

Family Violence
Prevention Council

778-2153



Tips and Tricks

Learn how to effectively manage a
classroom.



Classroom Management

- Keeping Students on Task
- Positive Interactions
- Responding Noncoercively
- Avoiding Traps



Tips and Tricks

Become familiar with various
teaching strategies.



Teaching Techniques

- Brainstorming
- Cooperative Learning
- Using AV Materials Effectively
- Questions for Higher Level Thinking



Fill-in Activities

- 5- minute fillers
 - Whole class activities
- Early finishers
 - Independent activities
- Short activities
 - Teacher directed



Tips and Tricks

Assemble a “bag of tricks”!



Super Sub Pack

Your “bag of tricks”

- Personal and Professional Items
- Classroom Supplies
- Rewards and Motivators
- Activity Materials



Research has shown

Students spend over one full year with a substitute teacher by the time they graduate from high school.



Skilled Substitute Teachers

Have a significant, positive impact on the quality of education while the permanent teacher is away.