



ONLINE: Substitute Teaching 101

This course is designed to train and introduce new substitute teachers to a range of topics and skills generally required for teaching in the classroom. Topic area sections covered include overviews of the following:

- Professionalism: Conduct, confidentiality, and legal responsibilities.
- Honoring diversity: Basic terminology and actions.
- Foundational classroom management techniques: Ways to control a classroom and diffusing conflict.
- Basic instructional strategies: Effective questioning, assessment methods, and lesson plans.
- Supporting students with special needs: Basic terminology of disorders, characteristics, and strategies.
- Working with at-risk youth: Learning traits, characteristics, and strategies.



Standards:

This course aligns to the INTASC Standards including Learner Development, Learning Differences, Learning Environments, Content Knowledge, Application of Content, Assessment, Planning for Instruction and Instructional Strategies.

It also aligns to the McRel Teacher Evaluation Standards including Teacher Leadership, Diverse Learners, Teachers Know Content, Teachers Facilitate Learning and Teachers Analyze and Reflect.

Each online PD course includes:

- **Convenient access** anytime, anywhere, any device
- Interactive **online** textbook
- Implement **practical suggestions** immediately
- Demonstrate comprehension with **quizzes** and checks for understanding
- Print **certificates** of completion
- Easily assign courses to align with each teacher's **personalized PD needs**
- **Integrate** with school and district-wide initiatives
- **Low cost solution for all courses, all teachers, all school year**
- **Reports** for school administrators



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Course Outline

SECTION 1: *Professionalism*

LESSON: Appropriate Ethical Conduct

- Ethical Boundaries
- Types of Boundaries
- Communication
- Gifts and Concerns

LESSON: Legal Responsibilities

- Code of Ethics
- Ethics and the Law
- Vulnerability in Assessment
- Reporting

SECTION 2: *Honoring Diversity*

LESSON: Terminology in Diversity

- Culture
- Beliefs
- Values
- Behaviors

LESSON: Appropriate Actions

- How We Learn
- Social Relationships
- Teaching Styles
- Mindsets



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SECTION 3: *Classroom Management*

LESSON: Managing a Classroom

- Classroom Management
- Incorporate Pedagogy
- Poor Practices

LESSON: Diffusing Conflict

- Verbal Conflict
- Witnessing Conflict
- Calming Procedures
- Resolving Incidents

SECTION 4: *Instructional Strategies and Student Engagement*

LESSON: Assessment

- Evaluating Student Work
- Methods of Assessment
- Purpose of Assessment
- Tools of Evaluation

LESSON: Lesson Planning

- Preparing a Lesson Plan
- Outline Learning Objectives
- Presenting the Lesson Plan
- Reflecting on the Lesson Plan

LESSON: Effective Questioning

- Introduction to IBL
- IBL vs. Traditional Approach
- Characteristics of IBL
- What IBL Looks Like...



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SECTION 5: *Supporting Special Needs & At-Risk Students*

LESSON: Introduction to IEPs

- Common Terms
- IDEA
- IEP
- Section 504

LESSON: ADHD, ODD, Anxiety

- ADHD
- ODD and CD
- Anxiety

LESSON: Other Mental Health conditions

- OCD
- Schizophrenia
- Bipolar Disorder
- Post-Traumatic Stress Disorder

LESSON: Autism

- Symptoms of Autism
- The Autism Spectrum
- Management
- The Brain in Autism

LESSON: Designing Accommodations

- Basics of Universal Design for Learning
- Addressing Diversity
- Concepts of UDL Framework
- Differentiated Instruction and UDL

LESSON: Developing Cognitive Skills

- Cognitive Skills
- Theories of Learning
- Assessing Skills
- Working Memory and Long-term Memory