

Substitute Teacher Training Options

Geoffrey Smith
Director, STEDI.org



Licensed by
UtahStateUniversity

Substitute Teaching Division
STEDI.org

Geoffrey Smith – STEDI.org

We train substitute teachers

Impact in schools of little or no training:

- Increases complaints registered against substitute teachers
- Increases the time it takes to process / interview applicants
- Decreases the ability in setting expectations and improving performance
- Increases Type 1 and Type 2 errors in hiring



Licensed by
UtahStateUniversity

Substitute Teaching Division
STEDI.org

Geoffrey Smith – STEDI.org

We train substitute teachers

Steps of a Substitute Teacher

Pre-employment

- Kicking the tires
- Investigating

Employment

- Validate
- Supporting and skills building
- Specific Help



Licensed by
Utah State University

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org

We train substitute teachers

STEDI.org/SubEssentials

STEDI.org Substitute Teachers | Administrators | Contact | My Stuff Login/Out*

SubEssentials™
A FREE 90-minute Introductory Course for Substitute Teachers by STEDI.org

SubEssentials™ Introductory Course is designed to encourage, motivate, and introduce you to the great world of substitute teaching with the general expectations, useful strategies in the classroom, and the rewards for becoming a substitute teacher. The registration fee is waived making it **free** for any current or potential substitute teacher.

Registration will give you access to a 24-minute video and the SubEssentials eBook. No assessment is given for this course but add SubEssentials Introductory Course to your resume and make sure to let your district

GREAT!

Log In
If you already have an account, please login.

Create an Account

Account Information
You will use this information to access your STEDI.org account.

*Email Address:

* Indicates required information.



Licensed by
Utah State University

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org

We train substitute teachers



SubEssentials™

A 90-Minute Introductory Course

Welcome to SubEssentials!

Congratulations on taking the first step on your path to become an effective substitute teacher. SubEssentials will give you an introduction to what you will encounter in the classroom as well as some tools to handle varying situations. To complete this course there are four steps

1. Download and read the SubEssentials ebook
[Click here to download the ebook](#)
2. View the SubEssentials video
[Click here to view the video](#)
3. Inform your school district of course completion
4. Stand out from other substitute teachers by continuing your professional development. Visit [STEDI.org](#) for the [Substitute Teacher Handbook](#) and other online training courses

We hope you enjoy the training course!

FINAL NOTE: To receive a SubDiploma, register and complete the SubSkills Online Training Course and the SubAssessment here.

Licensed by
UtahStateUniversity

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org

We train substitute teachers



SubEssentials™

Introductory eBook

STEDI e-Book Series

Licensed by
UtahStateUniversity

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org

We train substitute teachers

SubEssentials Training Course

You are about to embark upon the adventure of a lifetime. If you want a job that is different from day to day, will provide endless challenges, and will stretch you, and give you a lot of satisfaction because you're impacting student's lives, substitute teaching is the job for you!

This 90-minute course will introduce basic skills substitute teachers need in order to have a successful school day. Because it is such a difficult, yet extremely important job, this course has been offered to you free of charge. If you are interested in additional higher-level courses and resources, be sure to visit STEDI.org.

Substitute teaching is a wonderful job and there are many perks. Following is a list compiled by substitute teachers of reasons they enjoy their job! as a teacher.



©STEDI e-Book Series

Licensed by
UtahStateUniversity

Substitute Teaching Division
STEDI
.org

Geoffrey Smith – STEDI.org

We train substitute teachers

BEHAVIOR MANAGEMENT

Notes



After reviewing the SubOrientation video we are now going to review each of the sections presented in a little more detail. First we'll look at classroom or behavior management. As we review behavior management watch for the following:



The following articles will help a substitute teacher set expectations clearly. As you review the articles consider the following question:

What strategies are recommended to help substitute teachers set expectations clearly?

©STEDI e-Book Series

Licensed by
UtahStateUniversity


Substitute Teaching Division
STEDI
.org

Geoffrey Smith – STEDI.org


We train substitute teachers

THE ART OF ENFORCEABLE STATEMENTS

As a substitute teacher, you are expected to verbalize your expectations of the students in your charge that day. When you do this, you should choose your words wisely and be aware of how you phrase your requests. Remember that the only behavior we can control is our own, and the way we state our expectations should reflect that. Here are some examples of statements that are not enforceable:



Please sit down. I'm going to start now.
 Please be quiet. It's time to begin.
 Don't sharpen your pencil while I'm talking.
 Raise your hand if you want to speak.
 Pay attention.
 Don't bother your neighbors.
 Keep your hands to yourself.

Notes 

By simply rephrasing your expectations, you can speak with confidence knowing that you can follow through with your statements.

What other phrases do you commonly use that are enforceable?

STEDI e-Book Series


Licensed by
Utah State University

Geoffrey Smith – STEDI.org


Substitute Teaching Division
STEDI.org

We train substitute teachers

Now let's look at how we can turn the above into statements we can enforce. By turning the focus onto yourself and the authority that you have, you could say something like:



I'll begin as soon as you are seated.
 I'll be glad to start as soon as you show me you're ready.
 I'll allow students to sharpen pencils when I'm not giving directions.
 I listen to people who raise their hands.
 I'll start again as soon as I know you are with me.
 Feel free to stay with us when you can keep your hands to yourself.
 You're welcome to stay with us as long as you and others are not being bothered.

Notes 

STEDI e-Book Series

Licensed by
Utah State University

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org

We train substitute teachers

★ ★ ★ ★

**In my quest to be a great substitute teacher,
I have completed the following:**

Signature _____ (No. Score)				Professional Development Credits Hours:
Signature	Date	Score	SubEssentials™ 90-minute Introductory Course (No Score) Includes introduction to: Behavior Management Engaging Students through Lesson Plans Professionalism	1.0
Signature	Date	Score	SubSkills Basic Training (Attach SubDiploma showing passing scores) Includes training in: Classroom Management Teaching Strategies Being Prepared and Professional Legal and Educational Issues Special Education Appropriate use of Fill-in Activities	10.0
Signature	Date	Score	Advanced Classroom Management (Attached passing score) Includes training in: Advanced techniques in classroom management	3.0
Signature	Date	Score	Advanced Teaching Strategies (Attached passing score) Includes training in: Advanced techniques in implementing a teacher's lesson plan	3.0
Signature	Date	Score	Advanced Special Education (Attached passing score) Includes training in: Working with students with special needs	3.0
Signature	Date	Score	Paraprofessional Training (Attached passing score) Includes training in: Effective strategies in assisting with students with special needs	3.0
Signature	Date of Enrollment		SubWise eMentoring Includes training in: Weekly guidance, tips, and suggestions	3.0
Other Resources Available: The Substitute Teacher Handbook Fun and Engaging Activities for Older and Younger Students eBooks Classroom Management Audio Download				

★ ★ ★ ★

Administrators may verify the above scores by registering by STEDI.org

Licensed by
Utah State University

Substitute Teaching Division
STEDI.org

Geoffrey Smith – STEDI.org

We train substitute teachers

SubSkills
Basic Training

STEDISub
Ultimate Training

info@STEDI.org
800-922-4693 ext. 2012

SubEssentials
Express Introduction

Other Courses
Training courses without
rigor or research-
based curriculum ???

90-minute **FREE** course that
covers more than non-STEDI
online training courses **FREE**

District Certified Substitute Teacher!
8-10 hours of training! Live or Online.
Substitute teacher pays only **\$39.95** \$\$\$
Or, district pays for handbook **\$24.95**

SubSkills, SubHandbook, SubWise
Substitute teachers pay - **\$39.95** SubSkills \$\$\$
District pays - **\$24.95** handbook & **\$9.95** SubWise
Advanced Courses - **\$19.95**
Best impact for substitute teacher success & student achievement

*Quantity discounts available.

Licensed by
Utah State University

Substitute Teaching Division
STEDI.org

Geoffrey Smith – STEDI.org

We train substitute teachers

Knowing Substitute Teachers

- Teacher who feel unprepared to enter the classroom
 - 62% of CERTIFIED teachers
 - What about substitute teachers
 - Certified
 - Not Certified
- **42% of Substitute Teachers in your district want to continue as a substitute teacher**
- **40% want a permanent position in your district**

Licensed by
UtahStateUniversity

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org

We train substitute teachers

SubSkills™ Online Training Packages

This effective 8-10 hour online training course for current or prospective substitute teachers contains over 50 videos, 95 downloads, 75 examples, and 85 strategies, and provides the most in-depth training available for substitute teachers.

The SubSkills Basic Online Training Package includes the following:

- SubOrientation™ Online Orientation: a 25-minute video to orient new substitute teachers.
- SubSkills™ Online Substitute Teacher Training Course:
Covering topics in Classroom Management, Teaching Strategies, The Professional Substitute Teacher, Special Education, and Fill-In Activities with over 70 activities to download.
- SubAssessment™: An online assessment to determine your understanding of the skills presented in the SubSkills Online Substitute Teacher Training Course.
- SubDiploma™: A printable course completion certificate in .pdf format (requires Adobe Reader).



Overview of Training Packages

SubEssentials™ 90-min Introductory Course

** Most Popular! ** SubSkills™ Online Training Packages

Substitute Teacher Handbook

Train the Trainer

SubWise™ eMentoring Course

Advanced Training Courses

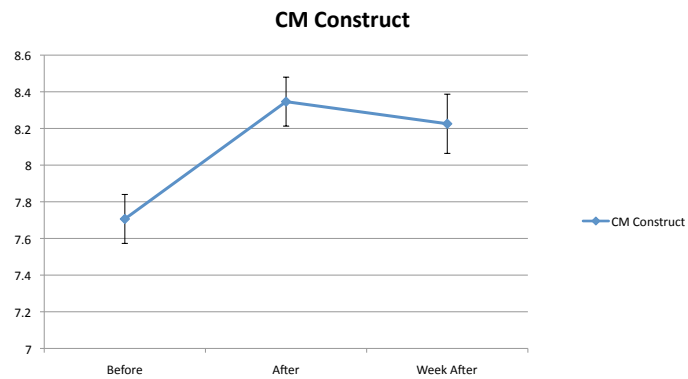
Licensed by
UtahStateUniversity

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org

We train substitute teachers

SubSkills Training Course



Licensed by
UtahStateUniversity

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org

We train substitute teachers

Substitute Teacher Training

Effect

- SubSkills Online Training improves a substitute teacher's self efficacy.
- Post training mentoring will help substitute teachers maintain a high level of self efficacy.

Licensed by
UtahStateUniversity

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org

We train substitute teachers

SubSkills™ Online Training Options

Basic Option A	Basic Option B	Premium	Ultimate
SubSkills Online Training Package	SubSkills Handbook Training Package	SubSkills Premium Training Package	SubSkills Ultimate Training Package
Includes the following:	Includes the following:	This course combines Basic-Online A & B into one simple package that includes:	Includes everything in the Premium package plus the following advanced items and courses!
<ul style="list-style-type: none"> SubSkills™ Online Training Course Self-Study Guide Download SubOrientation™ Online Orientation Online SubAssessment™ SubDiploma™ certificate 	<ul style="list-style-type: none"> Substitute Teacher Handbook Self-Study Guide Download SubOrientation™ Online Orientation Online SubAssessment™ SubDiploma™ certificate 	<ul style="list-style-type: none"> Substitute Teacher Handbook Self-Study Guide Download SubSkills™ Online Course SubOrientation™ Online Orientation Online SubAssessment™ SubDiploma™ certificate 	<ul style="list-style-type: none"> Classroom Management Audio Download Advanced Classroom Management Online Course Advanced Teaching Strategies Online Course Advanced Special Education Online Course SubWise eMentoring Course
Learn More \$39.95 Add to Cart	Learn More \$39.95 Add to Cart	Learn More \$59.95 Add to Cart	Learn More \$99.95 Add to Cart

Add on \$19.95 **Add on \$19.95**

Licensed by **Utah State University**

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org


We train substitute teachers

Substitute Teacher Handbook

The best substitute teacher resource available

The Substitute Teacher Handbook, 7th edition, is a softbound book that includes classroom and student management techniques, fill-in activities and lesson plans, teaching strategies, and much more. Based on field-tested university research, the skills and strategies in these handbooks offer substitute teachers an excellent foundation for success in the following areas:

- Classroom management
- Teaching strategies
- Legal and safety issues
- Professionalism
- Special education
- Fun and engaging activities




Licensed by **Utah State University**

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org

We train substitute teachers

Handbooks and Resources

	Substitute Teacher Handbook 7th Edition \$24.95 Add to Cart Bulk to \$18.95		Classroom Management Audio CD Set \$19.95 Add to Cart
---	--	---	--

Licensed by
UtahStateUniversity

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org
We train substitute teachers

eBooks and Electronic Downloads

1 	eBook: Preventing and Responding to Inappropriate Student Behavior \$5.95 Add to Cart	2 	eBook: Implementing Another Teacher's Lesson Plan \$4.95 Add to Cart
3 	eBook: The ABC's of Professionalism \$4.95 Add to Cart	4 	eBook: Fun and Engaging Activities for Younger Students \$5.95 Add to Cart
5 	eBook: Fun and Engaging Activities for Older Students \$5.95 Add to Cart		eBook: Harvest Activities \$3.95 Add to Cart
	Classroom Management Audio Download \$14.95 Add to Cart		eBook Bundle: Be prepared for the classroom. \$19.95 Add to Cart Bulk to \$4.50

Licensed by
UtahStateUniversity

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org
We train substitute teachers

SubWise™ eMentoring Course



SubWise™ eMentoring Course 12 months
\$19.95 [Add to Cart](#)

Bulk to \$3.00

Weekly:

- Fill-in activities
- Gentle guidance and encouragement
- Assignments / Observations




Licensed by
UtahStateUniversity

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI
.org

We train substitute teachers

Weekly Lesson




SubWise™
eMentoring by STEDI.org

Hi Geoffrey!

Coercion can be defined as interactions between teachers and students that attempt to achieve compliance through the use of threats or force. When an educator is being coercive the intent is to compel students to behave out of a fear of what will happen to them if they don't comply. Coercion is ineffective for many reasons. The first is that it will only make a student want to escape or avoid their coercer; it does nothing to address the problem.

At best, coercion instills a sense of fear in students that prevents them from acting out. While on the surface the problem seems to have gone away, in reality you have threatened the student's self-confidence and destroyed the atmosphere of risk free student response opportunities. I have heard substitute teacher say something like: The other day I embarrassed a student in front of his friends and he was quiet for the rest of the day, or I took the student aside and made sure she knew how angry I was at her and if she didn't comply she would regret it. She wasn't a problem after that.

The trick about coercion is it looks like it works; it gives the appearance of compliance. However, coercion won't SOLVE inappropriate behavior problems. Our goal today is to learn how to create an environment where students are praised for their successes thus




Licensed by
UtahStateUniversity

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI
.org

We train substitute teachers

Weekly Reflection



Hello Geoffrey,


Hope you had a wonderful week! Earlier this week we discussed using enforceable statements. As we consider using enforceable statements, respond to the following reflection questions:

- What other phrases do you commonly use that are enforceable?
- What stood out to you while reading about enforceable statements?
- What, if anything, is going to change about your teaching after reviewing this information?

Here are a couple of filler activities for you to use next week.

[Digraphs](#)
[Word Wizards](#)

Have a wonderful weekend!



Licensed by
UtahStateUniversity

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org
We train substitute teachers





Licensed by
UtahStateUniversity

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org
We train substitute teachers

Begin by placing this on your website:

The screenshot shows the Allen Independent School District website. At the top, there is a navigation bar with links for Home, Contact, Web Store, and Español. Below this is a main menu with links for Home, Athletics, Board of Trustees, Departments, Faculty/Staff, Our District, Parents, Students, Performing Arts, and Calendar. The main content area is titled "Contents" and lists several links: The Division of Human Resources, Application Process, Application Instructions, Application Forms, Application FAQs, Current Job Openings, Register to Be a Volunteer, and Substitutes. To the right of the links, there is a text block that reads: "To current and future substitute teachers, We recommend you register and complete the new SubEssentials 90-minute introductory course by STEDI.org. This course will introduce you to substitute teaching and prepare you for the classroom. There is no registration fee for this course and you may register at: STEDI.org/SubEssentials. Make sure you select our district when you register so we can give you credit for this and any other course you take at STEDI.org. We look forward to having you in our classrooms!"

At the bottom of the page, there is a footer that reads: "Licensed by Utah State University Geoffrey Smith – STEDI.org" and "Substitute Teaching Division STEDI.org We train substitute teachers".

How to begin?

- <http://stedi.org/subm/training>

The screenshot shows the STEDI.org website. At the top, there is a navigation bar with links for Administrators, Training, News and Events, Resources, Online Store, Social Center, and Help. The main content area is titled "Training" and features a section for "Overview of Training Packages". This section includes a link to "SubEssentials™ 90-min Introductory Course" and a link to "SubSkills™ Online Training Packages". The text in the "Overview of Training Packages" section reads: "Learn how you can implement substitute teacher skills training at any level within your district or organization with this overview of STEDI.org's online and live training. Learn the impact of each and how you can waive the registration fee for some of the training." Below this, there is a link to "Read More".

Licensed by
Utah State University

Geoffrey Smith – STEDI.org

Substitute Teaching Division
STEDI.org

We train substitute teachers

Thank you

- Geoffrey Smith
geoffrey.smith@STEDI.org
435 755 7800 ext 701



Licensed by
UtahStateUniversity

Substitute Teaching Division
STEDI.org

Geoffrey Smith – STEDI.org

We train substitute teachers