

Implementing Training *for* Substitute Teachers



To increase your fill rates and reduce complaints, learn how to attract, train, and keep the very best substitute teachers

Substitute Teaching Division

STEDI.org

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WHAT SUBSTITUTE PROBLEMS DO YOU FACE?

Take this quiz and identify your problems. Note: Anything below a 7 is reason for concern.

About You

Your name _____ Your title _____
 School district _____ Number of students _____

Substitutes

Number of teachers requiring a sub? _____ Number of subs? _____
 What was your fill-rate yesterday? _____ Fill rate last month? _____
 Fill rate last year? _____
 Number of subs are in your teaching pool right now? _____ At end of the school year? _____
 Number of subs in your pool at start of year? _____ At January 1 or middle of school year? _____

Please rate the following 1-9 with 9 being very high

Recruiting

Your district/organization attracts 90% of the potential subs.....1 2 3 4 5 6 7 8 9
 You are confident in your current recruiting practices1 2 3 4 5 6 7 8 9
 You have more people applying than you know what to do with1 2 3 4 5 6 7 8 9
 You are competitive with district round about you1 2 3 4 5 6 7 8 9
 You are active in promoting your job openings to:
 Parents.....1 2 3 4 5 6 7 8 9
 Community1 2 3 4 5 6 7 8 9
 College/University students.....1 2 3 4 5 6 7 8 9

Training for non-certified individuals:

Required for employment.....1 2 3 4 5 6 7 8 9
 Provided by the district1 2 3 4 5 6 7 8 9
 Skills training, classroom management, teaching, etc.....1 2 3 4 5 6 7 8 9
 Orientation, how to use the automated phone system, etc.....1 2 3 4 5 6 7 8 9
 District policies.....1 2 3 4 5 6 7 8 9

SubReady

Are your teachers prepared to received substitute teachers.....1 2 3 4 5 6 7 8 9
 Are your school administrative assistants ready1 2 3 4 5 6 7 8 9
 How well your subs are treated (overall).....1 2 3 4 5 6 7 8 9
 By the students1 2 3 4 5 6 7 8 9
 By the Faculty1 2 3 4 5 6 7 8 9
 By the Staff1 2 3 4 5 6 7 8 9
 By the Principals1 2 3 4 5 6 7 8 9

SubAppreciation

Your district is active in providing recognition to your subs1 2 3 4 5 6 7 8 9
 Your schools regularly show appreciation to your subs1 2 3 4 5 6 7 8 9
 Subs in your district feel appreciated.....1 2 3 4 5 6 7 8 9
 Your district is better at rewarding subs than other districts.....1 2 3 4 5 6 7 8 9

SubManagement

Our district staff are competent in:

Training subs1 2 3 4 5 6 7 8 9
 Managing subs.....1 2 3 4 5 6 7 8 9
 Recruiting subs.....1 2 3 4 5 6 7 8 9
 Placing subs.....1 2 3 4 5 6 7 8 9
 Training schools on being SubReady.....1 2 3 4 5 6 7 8 9
 Providing reports to administrators1 2 3 4 5 6 7 8 9
 Providing reports to schools1 2 3 4 5 6 7 8 9

Be a STEDI-Ready district and improve in all these areas!

The 13 benefits to your district

A STEDI-trained sub is not only good for the sub,
it is extremely valuable to the district

1) Less Liability

Training substitute teachers reduces the risk that the sub would do something that would cause legal action.

2) Lower Hiring Costs

You will receive less applications from unqualified "subs" because only trained subs will apply.

3) Fewer Complaints

A STEDI-Ready sub knows what to do in tough situations. You will receive fewer complaints.

4) Less Turnover

Subs stop teaching because they hate their job, and they hate their job because they don't know how to handle students.

5) Reduced Claims

You will see a reduction in unemployment claims because subs will be employed and much happier.

6) Increased Fill Rate

You will be able to fill more classrooms each day because trained subs tend to work more often.

7) Higher Quality Subs

Our courses are the most comprehensive training programs available. The result is a higher quality sub.

8) Greater Retention

There is a correlation between a training a retention. Trained subs tend to stay in your "active" pool longer.

9) More Teaching Days

Trained subs want to teach more than untrained subs. The training gives them confidence and knowledge.

10) One-year Follow-up

Your subs will receive a one-year course follow-up to insure optimal retention of the material presented.



11) Guarantee for Admin

We guarantee that complaints registered against substitute teachers will decrease, that your teachers will recognize the change in quality of substitute teachers and will leave more competent lesson plans, that the quality of applicants will increase.

12) Guarantee for Subs

If your subs earn their SubDiploma and meet your district's hiring requirements and they are still not offered a job, we will refund their tuition 100%.

13) Purchase or require training in your district and you'll have access to:

SubGuide Package: Training webinars, articles, and resources for new administrators on recruiting, training, and retaining substitute teachers.

SubRecruiting Package: Wording, suggestions, and tips to find the best substitute teachers.

SubReady Package: How to train your faculty and staff to receive substitute teachers.

SubAppreciation Package: How to recognize and reward your substitute teachers.

The 6 skills your subs will learn

When your subs take our online or printed course,
they will walk away with 6 essential skills:

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1) Classroom Management

- Four principles of human behavior
- Five skills for effectively managing behavior
- Get and keep students on task
- Maintain a high rate of positive interactions
- Teach expectations
- Respond non-coercively lead to consequential behavior
- Avoid becoming trapped

2) Teaching Strategies

- Kick-starters: start a lesson and get students engaged
- Graphic organizers: help students retain and make sense of material
- Questioning strategies: ask really excellent questions
- Group work strategies: get everyone involved as a team
- Reviewing activities: help students recall and retain information in fun ways

3) The Professional Substitute Teacher

- At home: what to do before you go to your substitute teaching job
- Prior to entering the classroom: start your day off to a great start
- Before the bell rings: enter the classroom prepared and confident
- Throughout the day: keep up the positive energy throughout the day
- At the end of the day: leave a lasting impression; get ready for tomorrow
- Jobs: get more and better substitute teaching jobs

4) Special Education

- Working with children with different strengths and weaknesses
- Having an attitude of respect
- Avoiding demeaning words
- Working with paraprofessionals
- Being familiar with special education laws and terms
- Maintaining instructional consistency
- Adapting lessons and activities
- Knowing students and meeting all their needs
- Characteristics of disabilities: autism, blindness, emotional, learning, etc.

5) Other Things You Should Know

- Safe schools policy
- First aid and safety
- Emergency and evacuation procedures
- Legal aspects of job
- Child abuse: knowing the signs and how to report
- Sexual-harassment: what it is and how to report
- Diversity sensitivity
- Bullying: how to prevent and stop
- Out-of-classroom activities: assemblies, field trips, etc.

6) Filler Activities

- Over 70 activities to download
- Activities that supplement the permanent teacher's lesson plan
- Starter activities
- Five-minute filler activities
- Short activities
- Early-finisher activities

WE HAVE TRAINED MORE THAN 370,000 TEACHERS

Founded as the Substitute Teaching Institute at Utah State University in 1995, STEDI.org provides research-based training materials and services designed to improve

student achievement when students are taught by a substitute teacher and to assist those who manage substitute teachers.



Geoffrey G. Smith

He is the director of the Substitute Teaching Division of STEDI.org and was the founding director of the Substitute Teaching Institute at Utah State University. He has been the principal investigator for the Substitute Teacher Educational Program Initiative (STEP-IN). He is the publisher of the Substitute Teaching Handbook. He holds an MBA in Public Administration and a Master of Educational Economics.



Jessica L. Smith

She is the Substitute Teacher Trainer at the Substitute Teaching Division of STEDI.org. She has worked as both a permanent teacher and a substitute teacher. She trains thousands of substitute teachers nationwide through webinars, online, and onsite training.



Glenn Latham (1931-2001)

Dr. Latham was a professor emeritus of special education at Utah State University and served as a principal investigator at the Mountain Plains Regional Resource Center. His core principles and strategies are an integral part of the STEDI.org's training.



Max L. Longhurst, Ph.D.

Dr. Longhurst was the elementary education specialist at Utah State University. He writes, field-tests, and develops materials for substitute teachers and conducts seminars and training sessions for school personnel and educators. Having been in the classroom both as a permanent teacher and a substitute teacher, his experience provides practical applications for teaching and learning strategies.



CREATED *at* UTAH STATE UNIVERSITY

The Substitute Teaching Institute at Utah State University (STI/USU) was established in 1995 to provide substitute teachers with handbooks containing “how-to’s” and classroom fill-in activities.

The U.S. Department of Education recognized STI/USU in 1997 with the first-ever awarding of federal funds for field-initiated research in the realm of substitute teaching.

STI/USU implemented research-based practices to improve recruiting, training, and retention efforts in school districts throughout the United States. STI/USU now operates as STEDI.org.

STEDI.org continues the research, distribution, and training as well as the mission which began at STI/USU.

Which districts require STEDI training?

We train substitute teachers in over 1,000 school districts and organizations each year. Here is a partial list:

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The School District of Philadelphia, PA	Miami Dade College Bookstores, FL
Metro Nashville Public Schools, TN	Keystone Area Education Agency, IA
Knoxville County Schools, TN	Grant Wood Area Education Agency, IA
Boston Public Schools, MA	Great Prairie Area Education Agency, IA
Arlington Independent School District, TX	Mississippi Bend Area Education Agency, IA
Atlanta Public Schools, GA	Regional Education Service Agency 7, IA
Chicago Public Schools, IL	Region One, TX
Fulton County Schools, GA	Region Five, TX
Gwinnett County Public Schools, GA	Region Nine, TX
Keller Independent School District, TX	Region Ten, TX
San Felipe Del Rio CISD, TX	Region Twelve, TX
Sarasota County Schools, FL	Loudoun County Public Schools, VA
Tooele School District, UT	Northside Independent School District, TX
Weber School District, UT	Copperas Cove Independent School District, TX
Williamson County Schools, TN	Toppenish School District, WA
Wilson County Schools, TN	St Tammany Parish Public Schoos, LA
Minneapolis Public Schools, MN	Prince William County Public Schools, VA
Burleson Independent School District, TX	Howard County Public Schools, MD
Hobbs Municipal Schools, NM	Lake Havasu Unified School District #1, AZ
North Platte R-1 School District, NE	Denver Public Schools, CO
Bryan Independent School District, TX	Stockton Unified School District, CA
Blackfoot School District #55, ID	St Johns County School District, FL
Downey Unified School District, CA	Sublett County School District 9, WY
Fairfield-Suisan Unified School District, CA	Kenai Peninsula Borough School District, AK
Kansas City Kansas Public Schools, KS	Valley View Community Unit School District 365U, IL
Joshua Independent School District, TX	Redwood City School District, CA
Auburn Washburn Unified School District 437, KS	Beaver Valley Intermediate Unit, PA
Uintah School District, UT	Channel View Independent School District, TX
Sioux Falls School District, SD	Yolo County Office of Education, CA
South Summit School District, UT	Lammersville Unified School District, CA
Canyons School District, UT	Martin County School District, FL
Cassia School District 151, ID	El Paso Independent School District, TX
San Juan Unified School District, CA	
Sacramento County Office of Education, CA	

YOUR FIRST STEP: CHOOSE THE TRAINING OPTION THAT IS BEST FOR YOUR DISTRICT—OPTION A OR B

OPTION A

SubSkills Online Training Course



This powerful and effective 8-10 hour online training course is for current or prospective substitute teachers.

The SubSkills Online Training Course Package includes the following:

- ✓ SubOrientation Online Orientation: a 25-minute video to orient new substitute teachers.
- ✓ SubSkills Online Basic 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 Training Course.
- ✓ SubDiploma: A printable course completion certificate in PDF format.
- ✓ Option A is for those who have continual access to a computer to view the videos and online course work.

Tuition

Your substitute teacher invests \$39.95 for the SubSkills Online Training course.

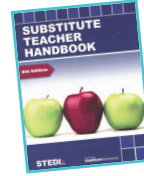
Put this wording on your website

To require your subs to take our training, put this wording on your district's website:

"To become a substitute teacher in our district, you must successfully complete the online training for substitutes. Visit www.STEDI.org. Choose "SubSkills Online Training Course" for \$39.95. After passing the course, you will receive a SubDiploma Certificate. Present this certificate to us when applying to become a substitute teacher."

OPTION B

Substitute Teacher Handbook



The 8th Edition of the Substitute Teacher Handbook is the most comprehensive, research-based handbook available for those who step into the classroom on a temporary basis.

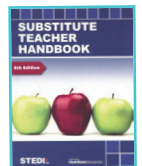
This handbook has more effective classroom and behavior management skills, more teaching strategies to use in all situations, better ways of being prepared and professional, and best of all, twice the number of activities to use with students who finish early, whole class activities when the lesson plans aren't left by the permanent teacher, and activities to use for those five minutes before the bell rings.

Bulk Discounts

0-23.....	\$24.95 <i>each</i>
24-47.....	\$23.95
28-95.....	\$22.95
96-191.....	\$21.95
192-527.....	\$20.95
528-1007.....	\$18.95
1008-2015.....	\$16.95
2016+.....	\$10.95

SubTrainer Manual (Optional)

The SubTrainer Manual is to be paired with the Substitute Teacher Handbook (above). You would use this SubTrainer Manual if you plan on teaching your subs yourself using the Substitute Teacher Handbook.



Action plan for your district

This is what you must do to increase your fill rate

STEP 1

Put this on your website today

To increase the number of qualified individuals to substitute teach and to reduce the complaints registered against substitute teachers, place this simple paragraph on your website:

"To become a substitute teacher in our district, you must successfully complete the online training for substitutes. Visit www.STEDI.org. Choose "SubSkills Online Training Course" for \$39.95. After passing the course, you will receive a SubDiploma Certificate. Present this certificate to us when applying to becoming a substitute teacher."

STEP 2

Have your substitute teachers register for our FREE newsletter at: STEDI.org/Subs

STEP 3

Give the next two pages to your substitute teachers.

Why become an approved substitute?

✓ GAIN SELF-CONFIDENCE

You will gain the self-assurance to teach any class or age group.



Preparation is power. As an approved STEDI-Ready sub, you will master the skills to enter any classroom with confidence. At STEDI, we did a national survey and discovered that the #1 request by substitute teachers is training in how to successfully manage inappropriate behavior. We will teach you to be an ap-

proved STEDI-Ready sub by focusing on these basic skills:

- Behavior Management
- Teaching Strategies
- The Professional Substitute
- Special Education
- Fill-in Activities

(Oh, and you will learn to avoid those nasty traps that substitute teachers fall into!)

✓ LEARN FUNDAMENTAL SKILLS

You will acquire all the skills you need to be an exceptional sub.



An approved STEDI-Ready substitute teacher knows how to:

- Recognize appropriate behavior
- Ignore inappropriate behavior
- Set and teach clear expectations
- Handle consequential student behavior
- Effectively get and keep students on task
- Present lesson material in an engaging way
- Fill in time when the lesson plans end early
- Maintain a risk-free environment
- Inspire and motivate students to excel
- Create a useful "SubPack" resource kit

Plus, you will also join a network of professional substitutes where you can share lesson plans and activity ideas! We all win.

✓ BECOME A TRUE PROFESSIONAL

You will be head and shoulders above other substitutes.



Even if your district does not cover the tuition for you to become a STEDI-Ready sub, the benefits will pay off in the short- and long-run. There is a difference between a "normal" sub and an approved STEDI-Ready sub. Investing in your own training shows

that you believe in your professional development. You will be a better teacher. You will be a top performer. You will demonstrate your desire to enter any classroom truly prepared. A STEDI-Ready sub is the mark of a true professional.

✓ RECEIVE ONGOING TRAINING

You will discover fresh ideas with our biweekly updates.



Your training does not end by earning your SubDiploma. We continue to give you even more ideas with our biweekly "SubSuggestions Newsletter." Every other week, we give you tips for improving your teaching skills. These SubSuggestions focus on all facets of substitute teaching: getting the attention of your students, handling a "tough" setting, and working in special education. Plus, we share with you new fill-in activities that keep your students occupied and learning at the same time.

✓ IMPRESS YOUR EMPLOYER

You will show school districts you are serious about teaching.



Administrators are extremely impressed with substitute teachers who take it upon themselves to receive training, particularly those who do at their own expense. When you pass the SubAssessment and earn your SubDiploma, make sure to add it to your resume and

let your school district know of your academic accomplishment. Many districts reward those who successfully become STEDI-Ready by increasing the frequency of job assignments and even giving pay raises.

✓ GET OFFERED A JOB

You will get offered a job as a substitute—or your money back.



As an approved STEDI-Ready sub, you will get a substitute teaching job offer—guaranteed—or we will refund 100% of your tuition. If you complete our SubSkills Online Training Course or read the entire Substitute Teacher Handbook...and earn your STEDI SubDiploma...and meet your district's hiring requirements and you are still not offered a job, we will refund 100% of your tuition. To get a refund, contact us at 435-755-7800. You have nothing to lose! And the training you gain is yours to keep for life.

Your next step?

Go to STEDI.org. Either choose SubSkills Online Training Course or the Substitute Teacher Handbook. Both will get you ready to pass the SubAssessment and earn your SubDiploma.

Substitute Teaching Division
STEDI
[.org](http://STEDI.org)
 Licensed by **UtahStateUniversity**

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“Why in the world would I pay even a dollar to learn how to become a substitute teacher?”

BESIDES, I ASSUME THAT...

- Substitutes are nothing more than unskilled baby-sitters, aren't they?
- Anyone can become a sub, right?
- Substitutes are people who could not make it as a real teacher, isn't that true?
- If the district wants to hire me, they should pay to get me trained, right?
- Substitute teaching is a short-term gig for me, so why get trained, right?



*The answer to all those assumptions is a big NO.
What kind of sub do you want to be?*

YOUR GOAL IS TO BE  **STEDI Ready!**

CHOOSE A OR B

It does not matter if you choose option A or B.
Either option will get you STEDI-Ready.

OPTION A (Online Course)

SubSkills Online Training Course

This comprehensive 8-10 hour online training course includes:

- SubOrientation Online Orientation: a 25-minute video to orient new substitute teachers.
- SubSkills Online Course: covers 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 Training Course.
- SubDiploma: a printable course-completion certificate in PDF format.



OPTION B (Printed Course)

Substitute Teacher Handbook

The Substitute Teacher Handbook gives you everything from the SubSkills Online Training Course— but in a print version. However, it does not include the online tutorials or videos, but it does include the SubAssessment and SubDiploma.



What is a  **STEDI Ready!** Sub?

THEY PASS THE STEDI COURSE

They have completed the 8-hour, college-level SubSkills Online Training Course, or they have read the entire STEDI Substitute Teacher Handbook.

No matter the learning method, they have successfully passed the SubAssessment with an 85% or better and earned their SubDiploma demonstrating an understanding of:

- Classroom management
- Teaching strategies
- Being prepared and professional
- Taking assignments in special education
- Legal and educational aspects of teaching
- Appropriate use of fill-in activities
- How to avoid common teaching traps

THEY SEEK ON-GOING TRAINING

They continue their substitute education through:

- Studying the SubSuggestions Newsletter
- Participating in the STEDI Webinars
- Applying the STEDI training e-mail reminders
- Joining the STEDI SubSkills Alumni Group
- Networking with other STEDI-Ready teachers

THEY LOVE STUDENTS

- Love to work with children ages 5-18
- Relate to and appreciate students
- Inspire a love of learning
- Have a good sense of humor
- Set a good example as a model citizen
- Love to learn and are willing to try new things
- Show patience, kindness, fairness, consistency

THEY PASS DISTRICT REQUIREMENTS

- Diploma; read/write English
- Favorable results on criminal background check
- Successful completion of a behavioral interview

STEDI-Ready subs appear 20 pounds lighter and 10 years younger because they are happy and prepared!