

Substitute Teaching 101



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.

This course is designed to train and introduce new substitute teachers to a range of topics and skills generally required for substitute teaching in the classroom. Topics include:

- Professionalism
- Honoring Diversity
- Foundational Classroom Management Techniques:
- Basic Instructional Strategies
- Supporting Students with Special Needs
- Working with At-Risk Youth



Certificate of
Completion



100% Online



Quizzes



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Substitute Teaching 101

Course Outline

SECTION A: 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 B: Honoring Diversity

LESSON: Terminology in Diversity

- Culture
- Beliefs
- Values
- Behaviors

LESSON: Appropriate Actions

- How we learn
- Social relationships
- Teaching styles
- Mindsets

SECTION C: Classroom Management

LESSON: Managing a Classroom

- Classroom management
- Incorporate pedagogy
- Poor practices

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LESSON: Diffusing Conflict

- Verbal conflict
- Witnessing conflict
- Calming procedures
- Resolving incidents

SECTION D: 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

SECTION E: Supporting Special Needs & At-Risk Students

LESSON: Introduction to IEPs

- Common terms
- IDEA
- IEP
- Section 504

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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 UDL
- 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



15 Hours
of Learning



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Start Right Away



Resources & Tools for
Professional Learning Plans



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