



QUICK SUB NOTES

End of the Year Wrap up

NOTICE:

Remember:

The new requirement for the 2015-2016 school year is that you must work **nine (9)** times in the current school year in order to remain on the sub list.

You will be removed as a substitute if you do not complete the **nine (9) times**.

Tips for Jobs

It is important to get out into the schools and meet the ladies in the front office. Also, you will want to network with the teachers. You can wait for the SFE (SmartFindExpress) to call but you will want to be proactive by stopping and introducing yourself at the schools where you are most interested in substituting.

Three important things to remember for substituting:

♦ **Follow the Lesson Plan.**

The teachers are counting on you to complete their lesson plan for the day.

♦ **Manage the classroom**

Get tips for managing the classroom on the internet or other resources.

♦ **Be reliable**

Show up on time, complete the lesson plan, keep the classroom under control and don't call or cancel jobs on a regular basis



Special points of interest:

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Substitute Certificate

Certificate Renewal for 2016

It is getting close to that time of year for the Renewal of the **Substitute Certificate that expire on June 30, 2016 ONLY.**

Not everyone will need to renew so please check your certificate that you received upon hiring for your

renewal date. You will receive a letter to renew your sub certificate in April only if it is your time to renew your certificate.

Please read the letter carefully since there are some changes taking place.



Badge Information

"Have your badge on you at all times when you are on school grounds"

Please make sure that you wear your badge at all times when you are on school grounds.

Starting with the 2016 substitute certificate renewals and all substitutes that are hired beginning 2016-2017 school year all badges will have an expiration date.

You will be required to update your badge every time you renew your substitute certificate with the county.

Classroom Management Tips

Learning classroom management techniques as a substitute can help you to have a positive experience in the classroom. The teachers start at the beginning of the school year letting their students know what is expected from them. The students also know that this applies even when a substitute has taken over the classroom. In order to be beneficial not only to the teacher but the kids as well here are some quick classroom management tips



1. Have a Positive Attitude

It seems like a simple concept, but there are some who do not approach the students with a positive attitude on a day to day basis. Remember that the students will feed off of your attitude. Make sure to build up and raise the students as often as possible. The students will work harder with praise than tearing them down. One way to set the tone for the classroom is greeting the students as they are walking into the classroom. This lets them know that you are in charge of the classroom.

2. Set Your Expectations Early

Do not go into the classroom trying to be the students friend. You are the professional, the adult, the substitute who is leading the classroom for the teacher. Be approachable but let them know that you are there to work.

3. Develop a Good Rapport With the Students

Even though you are responsible for the students, it is extremely important to build a classroom rapport with the them. Let the students know that you are there for them and

Classroom Management Tip continued

your willing to help them succeed.

Always be genuine with the students. They will be able to tell if you are not.

4. Have Clearly Defined

Plan of Action

The students need to know that even though you are there to substitute for the day, you plan to follow the lesson plan and class rules that the teacher has established since the beginning of the year. The students already know the consequences for their choices. Letting them know from the beginning what the teacher expects for them to accomplish while

he/she is out of the classroom will give them a clear direction of what they need to accomplish for the day. It also lets them know that you (the sub) are on the same page with the teacher's lesson plan and classroom expectations.

5. Stick to the Plan

Staying consistent when you are in the classroom substiting lets the students know that you are in charge. This builds respect during your time in the classroom and helps everything to run smoothly through out the time you are there on assignment.

Kids are smart and they will try all they can think of to distract or try to change what they want to do for the day. Be fair when you are dealing with them but be consistent.



Reminders and Refreshers

DRESS CODE:

The dress code is a casual professional dress. You don't have to wear a suit and tie or dresses/dress suit but please keep your clothing appropriate for the classroom.

Please dress respectfully for the classroom.

NOTES:

***Please make sure to keep your address up to date.**

***Please add your email to your substitute profile for future contact.**

***If you are receiving your bachelor's degree please make sure to have the official transcripts with the degree and graduation date conferred**

sent in for the upgrade.

In the Classroom



We appreciate our substitutes that we have in Okaloosa county.

You make a difference everyday not only to the students but the teachers and staff at the schools.

We want the experience to be rewarding for you as the substitute and the students.

Please be mindful of how you sound when you speak, what you say, and how you say things to the students.

Keep everything with the kids school related.

Please follow the lesson plan that the teacher has left for that day. The students know the classroom routine and what their teacher expects from them.

Please be aware that you are the professional and adult when you step into the classroom.

The end of the year is approaching quickly. You are paving the way for the 2016-2017 school year by the

work you are doing now. The teachers and the staff are paying attention to how you conduct the classroom, if you are doing the lesson plan and the over all experience that the student have while you are substituting in the class.

We thank you for the time that you spend to enhance the learning experience for the students of Okaloosa County.

