

Tonasket School District

Nuts and Bolts

Substitute Training



Arrival

	Full Day
Elementary	8:00 AM - 3:30 PM
Middle School	8:00 AM - 3:30 PM
High School	8:00 AM - 3:30 PM

- Certificated substitute teacher's duty time begins at 8:00 AM. Please arrive in plenty of time to start work on time.
- Check AESOP for starting time for adjusted schedules for some assignments.



Checking In

- When parking, please park in other locations than the front row. Those parking spots are reserved for patrons to the school.
- Check in at the office to sign in, pick up keys if needed and an ID badge.
- The office staff will review the emergency procedures with you.
- Stop in the library to check out a Chromebook.



Before Your Class Arrives

- Turn on Lights
- Locate
 - Substitute binder/folder
 - Teacher work station
 - Curriculum guides, materials and copies
 - Emergency procedures flipchart by the entrance
- Turn on Technology
 - Teacher work station computer
 - Projector (should initiate smart board)
 - Student computers/tablets, etc.
 - Smartboard
- Lower Chairs



Before the Bell Rings....



There is little time between when you arrive, and when the bell rings. The most important things to do include:

- Organize your plan and materials for the time/periods until you have a prep or lunch break.
 - Plan how to introduce yourself, establish relationships, maintain the learning community, and engage curriculum as efficiently as possible.
 - Know how you will take attendance and note seating charts.
 - Identify who to contact with behavior issues and curriculum questions.
- *Plan on activities and transitions to take longer than expected.

Substitute Binders

Most teachers have a substitute binder/folder with important information. Items include:

- **Emergency Information**

Student Health Plans, *504 Plans, Crisis Plan, Fire Drill Information, Reporting Suspected Child Abuse/Neglect

- **Management**

Class List, Discipline/Behavior Plan, *Student Behavior/Success Plans, Class Schedule, *Interventionist Schedule, Field Trip Information

- **Academics**

Lesson Plans, Emergency Lesson Plan, Curriculum Guides/Materials/Copies for Lessons



Know Your Technology

- Logging in
 - Chromebook Username and Password
- Locate Remotes
- Test it before you use it.
- Technologies commonly used in classrooms:

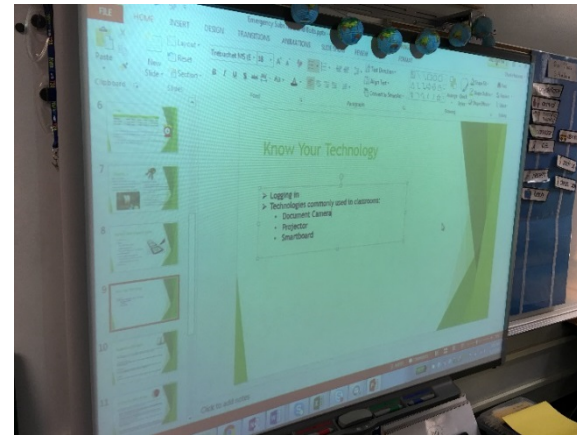
Document Camera



Projector

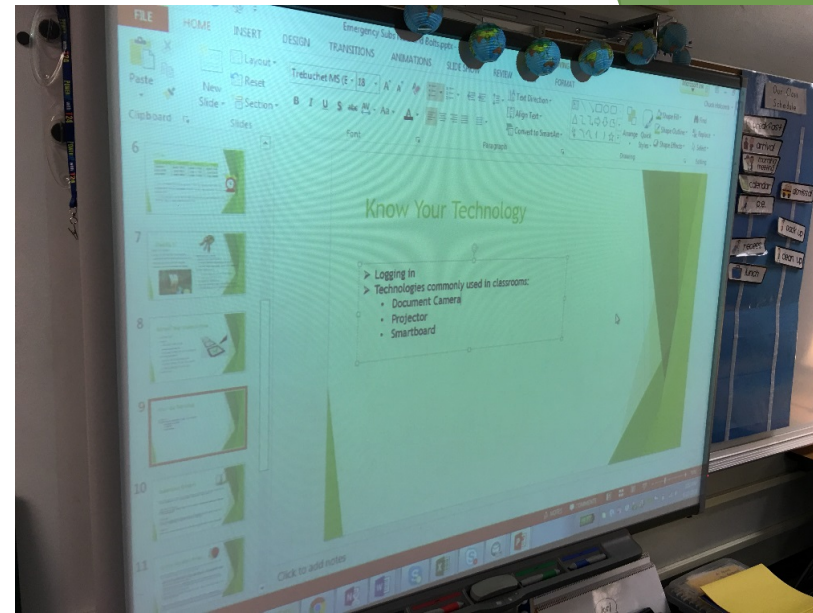


Smartboard



Smartboards

- Smartboards should illuminate once the teacher workstation computer and the projector is on. If not, turn it on manually.
- Some teachers use Smartboard lessons, or embed much of their daily routines in them.
- Smartboards can be used to display any computer based application or curriculum-related video.

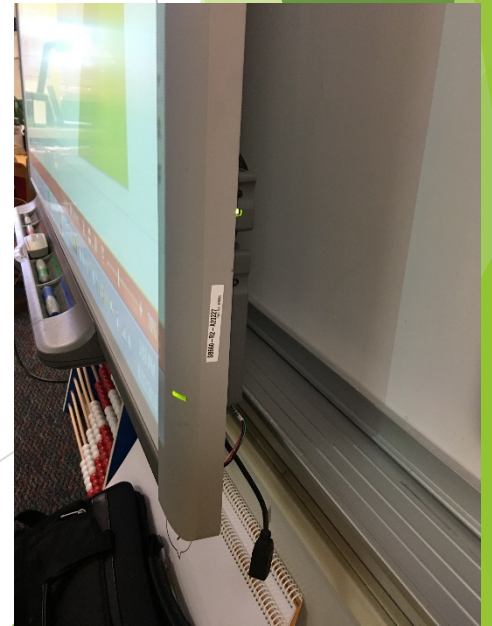


Smartboards



- Calibration-some Smartboards need to be calibrated. Calibration aligns touch to the appropriate location on the board. Push both buttons at the base of the marker tray. Then, tap the center of each of the nine targets that appear.

- Troubleshooting
 - Make sure the dongle is in the computer USB port.
 - Call the tech office at 9095 for help if needed.



Document Cameras

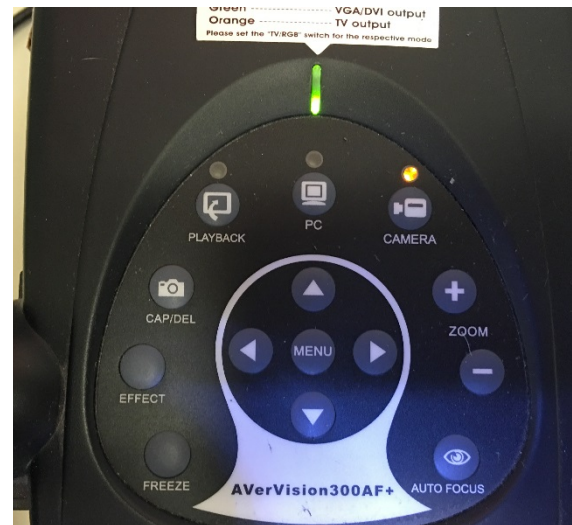
- Document cameras are used by teachers to project a demonstration or share student work.
- Document cameras control the media type.



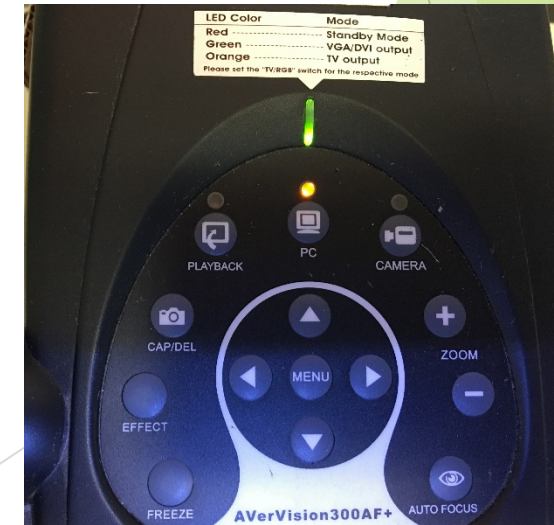
The “on” button is on the side.



Press “camera” to show items.



Press “PC” to show computer screen.



Checking Connections

- In the rare circumstance that something isn't working, check the connections.
- The workstation port should connect to the Document camera and the document camera should connect with the teacher computer.



During Classes



Elementary School...

- Students spend the majority of the day in one room. Students are walked to specialists, lunch and lunch recess. Please follow the hallway expectations.
- Buildings have a walkie-talkie to check out prior to going to recess in case of a crisis (lockdown, fire drill, etc.)

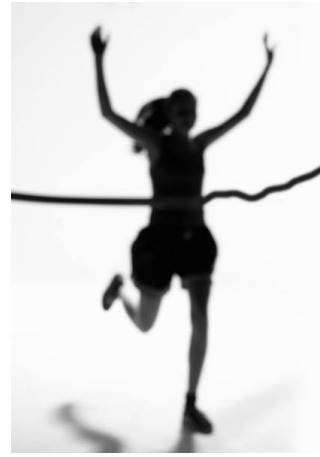
During Classes

Middle and High School

Daily Schedule

- Schedules usually consists of...
 - Eight class periods 47 minutes long
 - One “prep” period
 - A 30-minute lunch break during the middle of your day
 - Students have three minutes passing time to get to their next class
 - During the teacher’s prep period you may be utilized in another area.

Finishing the Day



At the End of the Day....

- Clean up the room - Put materials away, organize completed student work, put up student chairs (a janitor will vacuum the floor, otherwise clean-up is the teacher's responsibility)
- Shut down and Turn off- Computers, tablets, projectors, document cameras and lights should be shut down and turned off.

Finishing the Day

At the End of the Day....

- Leave a note- Information about curriculum completed (especially if something was not completed), student behavior, and things that helped or hindered your success are extremely valuable to the teacher you are replacing.
- Leave completed student work and other materials on teacher's desk, or where binder/materials were located when you arrived.
- Chromebook - Return your Chromebook to the library.
- Keys - Return your keys to the office.



Substitute Resources

- Access training and resources on the Tonasket Public Schools website.
- Go to: http://www.tonasket.wednet.edu/for_staff/substitute_resources



Thank You!

Thank you for your service to the Tonasket School District. We value your work and sincerely feel that every substitute is an important part of our educational program.

