

# **Substitute Training Agenda**

## **8-30-18 8:00 a.m. – 3:00 p.m.**

### **Sauk Valley Community College Rm 2K2**

**8:00 a.m. – 8:15 a.m.**

Sign In

**8:15 – 8:30 a.m.**

Welcome, Introductions, Overview of Day, Short-term Sub License Requirements & Stipulations

**8:30 – 11:00 a.m.**

#### **Curriculum & Instruction - ANJI**

- Shifts in curriculum, assessment & instruction across content areas (jigsaw)
- Defining student engagement
- Student engagement strategies (ISBE Student Engagement Kit)
- Accessibility & working with students with special needs
- How to read a lesson plan
- Case Study: What would you do?
- Reflection: Here's What, So What, Now What & What questions will you ask?

**11:00 – 12:00 p.m.**

#### **Classroom Management - JEFF**

- Establishing a culture for learning (Classroom Norms)
- Establishing an environment of respect & rapport (sub interactions with students, student interactions with students)
- Managing classroom procedures (transitions, instructional Groups)

**12:00 – 12:30 p.m.**

Lunch

**12:30 -1:30 p.m.**

#### **Classroom Management (cont.)**

- Managing student behavior (monitoring & responding)
- De-escalation strategies
- Case Study: What would you do?
- Reflection: Here's What, So What, Now What & What questions will you ask?

**1:30 -2:30 p.m.**

#### **School Safety - CHRIS**

- Confidentiality
- Safe Classroom – Physical Space
- Safe Classroom & School Protocols
- Safe Classroom & Schools – Emergency Response
- Case Study: What would you do?
- Reflection: Here's What, So What, Now What & What questions will you ask?

**2:30 – 3:00 p.m.**

#### **District/Building Operations - ANJI**

- What do you need to know about protocols, procedures, and roles in the districts you work in?
- What questions will you ask?

#### **Assignment & Next Steps - ANJI**

- Contact a building or district where you plan to substitute
- Ask your questions in each topic area we have discussed today
- Submit responses to [agarza@roe47.org](mailto:agarza@roe47.org) by \_\_\_\_\_