

## SUBSTITUTE TEACHER ORIENTATION TRAINING PROGRAM

The Substitute Teacher Training Program presented by the Medina County Schools' Educational Service Center (MCSESC) prepares substitute teachers with the knowledge and skills needed to meet the goal of providing consistent delivery of quality instruction in a productive learning environment during the absence of a regular classroom teacher. The one-day class is fast-paced, interactive, and taught by highly qualified trainers who model the various techniques and strategies guest teachers are expected to use. Participants receive instruction in teaching strategies, classroom and behavior management, special education, legal issues, and professionalism. The Substitute Teacher Handbook, published by Utah State University's Substitute Teaching Institute, is used extensively throughout the class and is available for participants to purchase.

**For the 2012-13 school year, this training is required for any substitute teacher who holds a substitute-only license OR any fully licensed educator who has not had full-time classroom teaching experience.** The registration fee for the class is \$100 and includes materials, lunch, and other light refreshments. Purchase of the Substitute Teacher Handbook (\$30) is optional but highly recommended. The handbook is available at the ESC and can be paid for with the registration below or on the day of class.

The substitute training classes are held from 8:30 a.m. to 4:15 p.m. at the MCSESC offices in the Professional Building at 124 W. Washington St., Medina, Ohio 44256. The registration deadline is one week prior the each scheduled class. Please note that classes may be cancelled and participants rescheduled for a future class if a minimum number of enrollments is not received for one or more of the dates listed below.

### January-August 2012 Class Dates

January 11	May 8
February 7	June 12
March 6	July 24
April 17	August 7

### Registration Form for "*Substitute Teacher Orientation Training Program*"

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

E-mail address (**required for confirmation**): \_\_\_\_\_

Class Date: \_\_\_\_\_  \$100 Registration Fee  \$30 Handbook (optional)

Method of Payment:

Cash  Check  Money Order

**Please make check/money order payable to Medina County Schools.**

Visa  Master Card Card Number \_\_\_\_\_ Exp. Date: \_\_\_\_ Amount: \_\_\_\_

3-Digit Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_

(Located on the back of the card.)

Please complete this registration form and return, along with the registration fee to:  
**Medina County Schools' ESC, Attn: Personnel, 124 West Washington Street, Medina, OH 44256**

\*\*\* For further information about the class, contact Jennifer Stallard at 330-723-6393 ext. 127 or by email [jstallard@medina-esc.org](mailto:jstallard@medina-esc.org).

## ***What is Substitute Teacher Training?***

Substitute teacher training prepares individuals with the knowledge needed to support the efforts of teachers to deliver quality instruction in a productive learning environment during the absence of the classroom teacher. This interactive training provides instructional techniques, classroom and behavior management strategies, and the skills needed for a substitute teacher to succeed in the classroom.

## ***Interesting FACTS***

- One entire year of a student's K-12 education is taught by substitute teachers.
- 90% of districts nationwide spend less than four hours training substitute teachers.
- 86% of school districts can't find quality substitute teachers.

*Source: Utah State University*

## ***Substitute Teacher Benefits***

- Challenging, exciting and rewarding position.
- Flexible work schedule.
- Confidence in the classroom setting.
- Respected by certified teachers.
- Important part of the teaching team.
- Competitive edge.

## ***Impact on Students***

- Quality instruction
- Seamless learning
- Interactive lessons
- Time on-task

## ***School Benefits***

- Seamless and quality instruction.
- Highly qualified substitute teachers.
- Recruitment and retention of personnel.
- Procedural consistency.
- Student, parent, and faculty satisfaction.

## ***Topics***

- Roles, Responsibilities, and Professionalism of a Substitute Teacher.
- Classroom and Behavior Management.
- Teaching Strategies to Implement any Lesson Plan.
- Special Education Information and Training.
- Legal Issues.
- First Aid and Safety.

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## ***About the Training***

- Training is offered in one day, interactive segments for a total of 7 hours.
- Training is led by highly qualified educators.
- This training is required for non-teaching licensed substitutes, and for the 10/11 school year optional (but strongly suggested) for substitutes with a teaching license.