

SOURCE4TEACHERS
GUEST TEACHER TRAINING PROGRAM
DAY ONE AGENDA

8:30 – 9:00 AM	Registration
9:00 – 9:15	Welcome & General Information (restrooms, use of cell phones, training schedule, etc.)
9:15 – 9:30	Training Goals (student & staff safety, classroom management, adhering to lesson plans, instructional strategies and adhering school district policies & procedures)
9:30 – 10:30	Creative Introductions – introduce your partner sharing activity Substitute teacher presentation and effective communication skills Listening Skills both verbal & non-verbal/body language
10:30 – 10:45	BREAK
10:45 – 11:00	“Act As IF” – (Role as the regular classroom teacher)
11:00 – 11:15	Procedures and Routines – Being Proactive vs Reactive
11:15 – 11:45	Source4Teachers Company Standards (professional attire, cooperation, flexibility, respect, effective communication, enthusiasm, and positive attitude)
11:45 – 12:00	Accident & Injury Prevention Safety Principles
12:00 – 1:15 PM	LUNCH and PHOTO IDs
1:15 – 1:30	Overview of the Source4Teachers Substitute Training Guide – Table of Contents
1:30 – 2:30	“Top Twelve Principles for Substitute Teachers” – small group activity
2:30 – 2:45	BREAK
2:45 – 3:15	S4T Training Guide – Source #2 – Classroom Management Strategies
3:15 – 4:15	S4T Training Guide – Source #3 – Adhering to the Teacher’s Lesson Plan, Classroom Procedures & Routines and Instructional Strategies – small group activity
4:15 – 4:30	Review Day One Training Goals What did we learn about being an effective substitute teacher?

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8:30 – 9:00 AM	Registration Sharing in pairs – additional needs
9:00 – 9:30	SAMS Training Setting up personal profiles, selecting substitute teaching positions, payroll information, etc.
9:30 – 10:00	“The Red Pencil Mentality” Validating Student’s Potential and Building Self Esteem Increasing Student Motivation for Learning
10:00 – 10:15	BREAK
10:15 – 11:15	S4T Training Guide – Source #4: Sample School District Policies & Procedures Harassment, Bullying & Intimidation – small group activity
11:15 – 12:15	Working Effectively with Paraprofessionals - Collaboration
12:15 – 1:00	LUNCH
1:00 – 2:00	BCIU Special Education Program-Teaching Students with Special Needs Identifying various types of classrooms & classifications (state & federal codes, IEPs, etc.)
2:00 – 2:15	BREAK
2:15 – 3:15	BCIU Special Education Program- Behavioral Management Confidentiality Effective Teaching Strategies Available School Resources
3:15 – 4:00	BCIU HR- TIMS
4:00 – 4:30	Closing Comments Acknowledgement and Training Program Evaluation