

1. Record Nr.	UNINA9910540409903321
Autore	Rude Cicely Anne
Titolo	How to succeed as a substitute teacher : everything you need from start to finish / / Cicely Anne Rude ; acquiring editor Carol Chambers Collins ; production editor Cassandra Margaret Seibel ; copy editor Sarah J. Duffy
Pubbl/distr/stampa	Thousand Oaks, California : , : Corwin Press, , 2008 ©2008
ISBN	1-4522-9430-5 1-4522-9756-8
Descrizione fisica	1 online resource (161 p.)
Disciplina	371.1
Soggetti	Substitute teaching Substitute teachers Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Cover; Contents; Foreword; Preface: A Message to all Substitute Teachers; Acknowledgments; About the Author; Introduction; Why Substitute Teachers are Important; How do You Define Success?; Chapter 1 - Welcome to Substitute Teaching!; Different Work Opportunities That May be Available to You; Types of Schools; Types of Programs; Variations in Scheduling; Average Pay; Pros and Cons; The Good!; The Not-So-Good; Tips to Take with You; Food for Thought; Chapter 2 - Setting Sail as a Sub; Getting Started in Your New Job; Parking At the School Site: Information and Material to Look for Upon ArrivalSubstitute Teacher Responsibilities; Legal Issues; Substitute Teacher Supplies; Welcome Back, Kotter: Teaching Where You were once Taught; Tips to Take with You; Food for thought; Chapter 3 - General Classroom Procedures; Sample School Schedules; A Day in Kindergarten; A Day in Elementary School; A Day in Secondary School; Three Important "To-Do" Lists; Things to Do before Class; Things to Do during Class; Things to Do after School; Working Together:

Paraprofessionals; Lesson Planning in a Nutshell; Lesson Plan Template
Things to Remember When Planning a LessonWhen does a Sub Need a
Lesson Plan?; Tips to Take with You; Food for thought; Chapter 4 -
Making the Most of Your Position; Benefits of Networking; Meeting and
Greeting 101; Staying in Touch; Staying in Touch with People; Staying
in Touch with Information; Applying the 13,000-Hour Apprenticeship
of Observation to Substitute Teaching; The Learner's Autobiography;
Respecting Cultural Diversity; Tips to Take with You; Food for thought;
Chapter 5 - Eight Classroom Management Tips to Make Your Job Easier;
1. Attitude; What would You Do?
2. Rules, Authority, and LeadershipWhat would You Do?; 3. Using a
Gimmick; What would You Do?; 4. Getting to Know the Students; What
would You Do?; 5. Dealing with Disruptions; What would You Do?; 6.
Flexibility; What would You Do?; 7. Developing Mutual Respect; What
would You Do?; 8. Preventing Problems; What would You Do?; Tips to
Take with You; Food for Thought; Chapter 6 - Staying Safe;
Unfortunately it can Happen . . .; Protect Yourself; Protect the Students;
Protect Your Stuff; Protect School Property; Tips to Take with You; Food
for thought; A Final Word; Resources
A. State-by-State InformationB. Substitute Teacher's Log; C. Elementary
School Sub Report; D. Secondary School Sub Report; E. Online Sources
of Free Materials for Teachers and Substitutes; Glossary; References;
Suggested Readings; Index

Sommario/riassunto

This handbook provides tools to help substitute teachers walk into a
new classroom, create a positive environment, and deliver instruction
that meets curriculum standards.
