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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 Arrival Substitute 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 Lesson  
When 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 Leadership  
What 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 Information  
B. 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

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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.

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