What Great Guest Teachers Do Differently

Orientation 2019-2020

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You are very important to our education system!

As a guest teacher you make a difference in the lives of students.

Because you are only in a given classroom for a short period of time, you may not get to see the pay-off for your work.

However, the cumulative effect of many days spent with guest teachers needs to add value to a student.

This will only happen if each guest teacher learns how to be effective in their role.
Let’s share out...

1. What’s your name and how did you get to Windsor?
2. How long have you been a guest teacher?
3. Something unique about yourself.
Agenda

- Welcome
- Our district
- Systems and procedures overview
- Safety
- Expectations
- Classroom management and behavior
- Instructional resources
- Legal reminders
- Wrap-up and follow up questions
Weld RE-4 School Maps

**Grandview Elementary**
1583 Grand Avenue, Windsor CO 80550  
Phone: 970-686-8600  Attendance: 970-686-8605

**Mountain View Elementary**
810 Third Street, Windsor CO 80550  
Phone: 970-686-8300  Attendance: 970-686-8305

**Range View Elementary**
700 Ponderosa Dr, Severance CO 80550  
Phone: 970-833-7300  Attendance: 970-833-7305

**Skyview School of Stem**
1000 Stone Mountain Drive, Windsor CO 80550  
Phone: 970-686-8500  Attendance: 970-686-8505

**Tozer Primary School**
501 Oak Street, Windsor CO 80550  
Phone: 970-686-8400  Attendance: 970-686-8405

**Severance Middle School**
1801 Avery Plaza Street, Severance CO 80550  
Phone: 970-833-7200  Attendance: 970-833-7205

**Severance High School**
1200 Hidden Valley Parkway, Severance CO 80550  
Phone: 970-833-7100  Attendance: 970-833-7105

**Windsor Middle School**
900 Main Street, Windsor CO 80550  
Phone: 970-686-8200  Attendance: 970-686-8205

**Windsor High School**
1100 Main Street, Windsor CO 80550  
Phone: 970-686-8100  Attendance: 970-686-8105
Grandview Elementary is a close-knit neighborhood school that offers families a comprehensive K-5 program. We provide students a safe place to be themselves with the social and emotional support to help them thrive. Our teachers and staff approach each student as an individual, leveraging his or her unique skills and learning styles to develop lifelong learners who work hard and have fun!

Tozer Primary & Mountain View Elementary: Two schools, one learning community! Together, these schools develop curious, independent problem-solvers through project-based learning instruction. Located on a shared campus, our schools have been serving students in safe, caring, and respectful environments for generations.

Skyview School of STEM is a place where students' natural curiosity turns into deep and engaged learning in every classroom and down every hallway. Our teachers and staff utilize innovative, inquiry-based methods to focus on science, technology, engineering and math (STEM). This focus is balanced with language arts, music, physical education, art, and social studies.

Range View Elementary is an International Baccalaureate (IB) World School where students develop into creative, independent, internationally-minded, lifelong learners. Students work together to learn about the world around them through inquiry, interdisciplinary teaching and learning and reflection. We prepare our students to be knowledgeable about our global community while also building their capacity to contribute to it.
Severance Middle School supports students in becoming lifelong learners and problem-solvers who are prepared for high school and the world beyond. We create an environment that promotes enthusiasm for education and surrounds students with opportunities for learning. Our experienced teachers and caring staff members partner with parents to create a safe and constructive learning community that places students at the center.

Windsor Middle School: At Windsor Middle School, we’re not just preparing our students for high school, we’re providing opportunities and experiences that are reshaping their character and their interests. Our building is a landmark in the community; generations of families have passed through our halls. Strong traditions at Windsor Middle School are balanced with state-of-the-art and cutting-edge technology that sparks creativity and critical thinking and instills a love of learning in our students.
Secondary School Info

Severance High School
Principal: Chris Garcia
Assistant Principal: Ernie Derrera
Administrative Secretary: Lori Lanckriet

Severance High School: Severance High School (SHS) is a comprehensive high school that provides a wide range of instruction and activities that simultaneously allow students to gain in-demand workforce skills and prepare for college. SHS offers Advanced Placement (AP) courses as well as specific career-oriented classes and programs designed to foster work readiness. Our purpose at SHS is to amplify human potential. All students at SHS learn, grow and improve each day through inspiring learning opportunities, collaboration, personal empowerment and leadership-building experiences in and beyond school.

Windsor High School
Principal: Michelle Scallon
Assistant Principals: Kevin Copher
Eric Johnson
Richard Thomas
Administrative Secretary: Jenny Condell
Building Secretary: Elaine LaBue

Windsor High School: At Windsor High School, students in 9-12 become lifelong learners empowered to pursue in their personal, academic, and professional lives. Aligned with the Colorado Career Clusters Model, the educational experience at Windsor High School is designed to build the skills and knowledge students will need to ensure success in their future professions. Students can choose from courses and career pathways in agriculture, business, visual and performing arts, communications, information technology, STEM, skilled trades, health sciences, and public safety.
District Systems and Procedures Overview...

- Aesop Pointers
  - Hierarchy
- Payroll
- Website resources for subs
- Technology-what do I have access to?
  - Guest teachers have a district email and network access
  - firstname.lastname@weldre4.org
  - Ext. 8020 to get set up with User Name and temporary Password
  - See Sub Page on website for future resources/training

What questions do you have?
Make sure you know the building safety procedures and plans!

Standard Response Protocol

Lockout, Lockdown, Evacuate, Shelter for Students and Teachers

Substitute plans will either be in the main office when you check in or in the classroom.

*Make sure you have the safety procedures and class list(s) within your lesson plans. We always have to be prepared for an emergency.

Think about: What process do you have to keep track of students throughout the day?
Professional Guest Teacher

Top 10 characteristics of an effective substitute teacher:

1. They take their job seriously.
2. Come prepared.
3. They build POSITIVE relationships.
4. They dress for success.
5. Smile!
6. Make sure you know the building safety procedures and plans!
7. Engage the students you teach in meaningful work!
8. Treat all students with respect!
9. Be present!
10. Be POSITIVE and OPTIMISTIC!
Office staff... Why are they important and valuable?

First point of contact!
- Introduce yourself to the school office.
- Ask school office staff to show you to your classroom and where any other important areas are located (restrooms for students, gym, library, etc.).
- Ask any clarifying questions in regards to building procedures
  - Important phone extensions
  - Safety
- Once you are comfortable and prepared for the rest of the day, reach out to fellow teachers or office staff and offer help/support.
- Sincerely thank the school office staff for their time and attention.
POSITIVE relationships with students...

- Greet students at the door
- Write and state your name and share some background information
- Empathy - Change is hard
- Let students know that we are working together to make the learning happen for the day.
Working with students with unique needs...

ALL students are given the level of support or intervention they need to be successful.

Take the time to look to see if there are any specific adaptations or accommodations notes left from the teacher.

*CONFIDENTIALITY!*

Some students with have additional support from a Resource, ELL, Literacy teacher, teacher aide or paraeducator. Use them as a resource.

Work with students so that they are successful.
Understanding the basic principles behind classroom management will allow you to be successful.

Some classrooms have great classroom management and that carries into a day with their substitute, but not all classrooms are the same.

“Effective teachers manage their classrooms while ineffective teachers discipline their classrooms.” Harry Wong
Positive Behavior Intervention and Supports (PBIS)

- PBIS is a prevention based framework for behavior.
- Each school has school wide expectations.
- Positive words (Expectations) vs. Negative words (Discipline)
- Each classroom has their own expectations.

Some common expectations:
- Be responsible (Raise your hand, complete all work)
- Be safe (Keep hands and feet to yourself, walk, use materials wisely)
- Be respectful and kind
- Strength, Trust, Accountability, Respect
Behavior...is a form of communication...

Behavior problems occur for many reasons, however understanding some of the main reasons helps you avoid them.

Students often have behavior problems in the classroom when:

- They are bored with the academic work
- They are frustrated with the academic work
- They see no relevance for the academic work
- They do not understand the behavioral expectations
- They are experiencing external problems
- The teacher lacks external awareness

EMPATHY!!!
Build Rapport Quickly

- Positive non-verbal communication (eye contact, smile, open body language)
- 4:1 Positive:Negative (Energy to the positive: Quiet constructive feedback)
- Power of Choices “less likely to, more likely to”
- Manners
- Focus on what you can control and make the best of that
- Genuine empathy and validation ‘It can be hard when things are different...’
- Use enforceable statements that tell what ‘you’ will do
  - I release kids who have completed at least half of their worksheet
- Stay calm, control your voice, wait, keep your day
  - Write detailed notes for the teacher
Instructional ideas to help with student engagement

Get students invested in their learning-
- Write down the learning targets for the day on the board
- Think-Pair-Share

Students stamina-
- Provide brain breaks
- Allow movement
- Breaking up tasks into chunks

Cooperative learning/group work-
- Teammate consult and on signal they all write their own response
- Designated jobs

Accountability during reading or researching-
- K-W-L Charts
- Exit tickets
Decreasing disruptive student behavior...

Suggestions for Dealing with Predictable Events:

Student: “That is not how our teacher does it” Substitute Teacher: “Today, I will try to do some things like Ms. Hernandez, but some things will be different. I hope you will be patient about this.”

Student: When students are trying to be helpful. Substitute Teacher: Thank them for their assistance, use some of their suggestions, if possible, and when you don’t want to use a suggestion, “Thanks, but I think today we will do it...”

Student: When students seem to be playing games. Substitute Teacher: Don’t confront them. Simply say, “Thanks, but today we are going to...”. If someone insists, try humor, “I think I will start making notes on all of these helpful reminders.”
Decreasing disruptive student behavior...

Off-task or chatty side conversations
- By circulating around the classroom the effective classroom manager is present in the classroom and is able to build relationships with the students.
- Likewise, students tend to be more on task when the teacher is near.
- Able to give immediate feedback on academic or behavior needs.

Changing Seats
- Tell students that you will be following the seating chart for all activities.
  - Use free seating or group work as a reward for later.

The Class Clown or disruptive student
- Don’t compete or get into a power struggle with the student.
- Use humor, but do not humiliate or alienate the student.
- Get the student on your side (ie. have them help you with a task).
- Keep anecdotal notes if the problem continues.
- Let the student know that you will share the notes with the teacher and/or an administrator if the behavior persists.
Legal Aspects of Substitute Teaching...

**WITH STUDENTS:**

Never leave your students unsupervised!

- Follow school safety policies and procedures. Know where to take students in case of an emergency.
  - Make sure you have a class roster and know who’s absent or has signed out.
- Don’t allow students to be released other than to go to the restroom.
- All student information is confidential and cannot be shared with others.
- Substitute teachers are not allowed to administer meds.
- Use initials when leaving notes for teacher about students.

Conflict with Students

*Don’t back students into a corner or touch students. Students do not know you well enough for even a pat on the shoulder or a grab of the arm. Always keep students in the classroom with witnesses.*

- If you cannot deal with a student and their behavior, referring the student to the principal is best.
  - Know the office’s extension to call and have the administrator come to you.
Legal Aspects of Substitute Teaching...

WITH PARENTS:

Conflict with Parents

If a parent approaches you with a concern at the end of the day, ask them to join you in the office. Make sure an administrator or office staff is present.

MANDATORY REPORTER:

Child Abuse Reporting (you are a mandatory reporter)

Immediately notify the building principal and they will help you contact child protective services.

Weld County Child Abuse Reporting Protocol
Professional Learning Opportunities for Guest Teachers

Guest Teacher Orientation

Community of Practice - 2 ways:

Face to Face Quarterly

Online Forum Ongoing
Questions, district contacts, and wrap-up...

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References:
Adapted from
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