

Chequamegon School District Encourages You to be a Substitute Teacher

Would you like to be a substitute?

- Substitute teaching is flexible work - schedule only the days you want using an computer or app on your phone
- Substitute teaching is rewarding - get to know kids in our community
- Substitute teaching is helpful - when our district teachers are sick or need a professional leave days substitutes keep the kids learning on track

To be a substitute teacher you need an associates degree or higher and complete a training designed for you. If you don't have either of those degrees you could be a substitute para-educator.

We will provide you a partner teacher for each day depending on your assigned classroom that will assist in preparing for the day.

Contact Pam Steger at the business office with questions. Her phone and extension is 715-762-2474 ext. 2229 with any additional questions or to sign up for either of the training options.

You must have a license to be a substitute. Please see the following two links for more information on licensing:

- [NEW Requirements for Short-Term Substitute Permit](#)
- [Three-Year Short-Term Substitute Teacher Licenses](#)

You can meet the training requirement in multiple ways.

The district will provide two required training options at no cost to you.

1. Aesop online training. See the district administrative assistant for login instructions.
2. CESA 12 training (see below)

Both training opportunities are designed to meet the Department of Public Instruction requirements listed below.

1. Introduction to substitute teaching
2. Practical tips for effectiveness
3. Classroom management
4. Safety and health
5. Instructional strategies
6. Special education
7. Reading lesson plans
8. Permit application process

Substitute Teacher Seminar

2-day online Webinar via Zoom

Wednesday, September 5 - September 6,
2018
9:00 am to 3:00 pm

The training is designed to prepare prospective substitute teachers with basic information about the substitute's role. Participants who complete the training and practice will receive a certificate of completion. During the workshop, participants will be guided through the Department of Public Instruction's application process for the Substitute Teacher License.



By the end of the program, participants will be able to demonstrate proficiency in the following areas:

- Basic school district and school policies and procedures.
- Age-appropriate teaching strategies.
- Discipline, conflict resolution, and classroom management techniques.
- Health and safety issues, including handling medical emergencies.
- Techniques for starting a class.
- The culture of schools and the teaching profession.
- Working with lesson plans.
- Working with children with disabilities, including confidentiality issues.

Registration Fee: \$250 (fingerprint & license fees are the responsibility of the individual or district).

Register online:

<https://login.myquickreg.com/>

Registration deadline:

Tuesday, September 4th 12:00 Noon

Participants will need to have the following:

- *stable Internet connection *email access
- *headphones *computer webcam *private space to work
- *hard copy of files sent via email