

# THE SUBSTITUTE TEACHER LEARNING NETWORK<sup>™</sup>

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## PURPOSE

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The purpose of this document is to provide the background and information to effectively support and promote The Substitute Teacher Learning Network. This document contains the following information:

- ☑ INTRODUCTION TO THE MASTER TEACHER
- ☑ FEATURES AND BENEFITS OF THE SUBSTITUTE TEACHER LEARNING NETWORK
- ☑ CURRENT COURSES AND COURSE OBJECTIVES
- ☑ COMPLETING A COURSE OVERVIEW
- ☑ THE SUBSTITUTE TEACHER LEARNING NETWORK ASSESSMENTS
- ☑ THE SUBSTITUTE TEACHER LEARNING NETWORK DEVELOPMENT TEAM

## INTRODUCTION TO THE MASTER TEACHER

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The MASTER Teacher was established in 1969 and is the name of the company and the name of its original staff development program, which is a program of weekly inservice training for teachers. The MASTER Teacher creates twelve other staff development programs or publications for teachers, administrators, board members, support staff, and parents. We also offer over 3,000 products and services including books, videos, software, awards, and other motivational items. Each year over 70% of the schools in the United States purchase publications, products, and services from the company.

The Substitute Teacher Learning Network was launched in August 2004 and satisfies most of the basic skills that substitute teachers require to be effective in the classroom. The training is flexible: it can provide a substantial portion of the required training or serve as an excellent supplement to existing staff development programs. The Substitute Teacher Learning Network also helps schools meet the challenge of the No Child Left Behind Act of 2001.

## FEATURES AND BENEFITS

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- ☑ The courses and assessments provided in the network are based on intellectual property written by experienced professionals and based on established practices and proven strategies.
- ☑ The structure of each course is consistent, and the user-friendly design improves comprehension of the lessons. Each course conforms to a standard teaching and learning model so that the learning experience is extremely productive.
- ☑ Each course is designed to provide relevant and real-world information to make substitute teachers as successful as possible in the classroom.

- ☑ Each course contains a ten-question test to check for understanding. The questions are randomly selected from a larger pool of questions to reduce cheating and increase comprehension. Many questions require higher-learning skills, which cause the user to apply the knowledge to practical situations. The default passing score is 70%. The passing score can be modified to meet each subscriber's needs. For instance, the passing score can be raised to 80% or 90%.
- ☑ Access to the training is available 24 hours a day, 7 days a week using any Internet connection. This process significantly reduces staff development preparation and travel and saves time.
- ☑ Detailed and summary completion records can be reviewed and printed by each user. Certificates can be printed when a course is successfully completed.
- ☑ Detailed and summary reporting is available to help administrators manage the use of the courses and to help in the creation of state and federal reporting.
- ☑ For a fee Districts and Education Service Centers can customize the training to meet specific state and local requirements.

## COURSES AND COURSE OBJECTIVES

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### CLASSROOM MANAGEMENT AND INSTRUCTION

#### SUBSTITUTE TEACHER BASICS

##### **Course 101: Introduction to Being a Substitute Teacher**

The participant will...

- Understand the vital importance of substitute teachers.
- Familiarize himself or herself with common fears and apprehensions.
- Learn to overcome substitute stereotypes.
- Formulate goals for being a good substitute teacher.

##### **Course 102: Making Connections and a Good Impression**

The participant will...

- Identify strategies to gain the attention of schools.
- Learn to make a good first impression with administration.
- Understand the importance of being flexible and motivated.
- Incorporate strategies to keep schools calling back.

##### **Course 109: Bloodborne Pathogens**

In this course, the participant will...

- Learn what bloodborne pathogens are.
- Study how to protect himself or herself from bloodborne pathogens.
- Learn about controls and concerns of bloodborne pathogens.
- Understand how to prevent contamination after accidental exposure.
- Determine how to respond to different scenarios.

## CLASSROOM MANAGEMENT

### Course 103: The First 30 Seconds

The participant will...

- Understand the importance of starting class properly.
- Know how to establish himself or herself at the head of the class.
- Learn to have a plan for success before class begins.
- Realize how critical it is to make a good first impression with students.

### Course 104: Being an Effective Classroom Manager

The participant will...

- Learn about setting classroom goals.
- Anticipate classroom plans and procedures.
- Know how to adjust for unforeseen circumstances.
- Understand how students can be a good learning resource.

### Course 105: Communications

The participant will...

- Learn to keep teachers and administrators informed about the day.
- Understand what he or she should expect of the teacher and administration.
- Learn to provide a journal of the day's activities.
- Realize that staff teachers are an excellent source of information.

## DISCIPLINE AND INSTRUCTION

### Course 106: Effective Classroom Discipline

The participant will...

- Understand the importance of maintaining classroom discipline.
- Learn strategies for establishing classroom control.
- Identify important facets of a safe classroom environment.
- Realize the importance of reporting discipline problems.

### Course 107: Active Learning and Discipline

The participant will...

- Know how learning and discipline are interrelated.
- Understand the importance of using learning to maintain discipline.
- Understand the advantages to using active learning in the classroom.
- Identify the main characteristics of active learning.

### Course 108: Learning Styles and Strategies

The participant will...

- Understand why it is important for substitutes to know about different learning styles.
- Identify the different learning styles of students.
- Identify ways to take advantage of different learning styles in the classroom.
- Understand different strategies to teach to all learning styles.

## **READING, WRITING, AND MATH**

### **CONTENT AREA ~ INSTRUCTION**

#### **Course 110: Supporting Reading Instruction**

The participant will...

- Learn some questions to ask regarding his or her school district's reading program.
- Gain some foundational knowledge of what a balanced literacy program includes.
- Understand the sources of information and strategies that readers use to gain meaning from text.
- Recognize the stages of reading development.
- Learn some tips for making appropriate accommodations and modifications to reading instruction and activities.

#### **Course 111: Supporting Writing Instruction**

The participant will...

- Learn fundamental points about the writing process.
- Understand the various ways of helping students with writing.
- Learn simple rules for supporting writing instruction with students.
- Gain some tips for making appropriate accommodations and modifications to writing instruction and activities.

#### **Course 112: Supporting Mathematics Instruction**

The participant will...

- Gain a basic understanding of the role of mathematics instruction for students in the 21<sup>st</sup> century.
- Learn strategies for working with students in the area of mathematics and, in particular, problem solving.
- Understand the role that paraeducators can play in building students' positive attitudes toward mathematics.
- Learn some tips for making appropriate accommodations and modifications to mathematics instruction and activities.
- Learn techniques for providing feedback to students on right versus wrong answers.

### **CONTENT AREA – KNOWLEDGE AND SKILLS**

#### **Course 113: Reading Comprehension: Narrative Texts**

The participant will...

- Review the elements of narrative texts.
- Be able to interpret, synthesize, and evaluate a variety of stories.

#### **Course 114: Reading Comprehension: Informative Texts**

The participant will...

- Review the elements of informative texts.
- Review five informative text structures.
- Be able to interpret, synthesize, and evaluate a variety of texts.

#### **Course 115: Reading Comprehension: Decoding Language and Utilizing Layout**

The participant will...

- Review strategies for decoding unfamiliar words.
- Review the parts of words that aid in decoding unfamiliar words.
- Review figurative language.

- Review the informational layout of books.

### **Course 116: Writing Fundamentals: Parts of Speech and Sentences**

The participant will...

- Review the major parts of speech.
- Review the parts of a complete sentence.
- Review the different types of sentences.

### **Course 117: Writing Fundamentals: Mechanics of Writing**

The participant will...

- Review the rules for capitalization.
- Review the major rules for punctuation.
- Review the basic spelling rules for commonly misspelled words.

### **Course 118: Mathematics: Understanding the Basic Concepts**

The participant will...

- Review basic mathematical concepts.
- Review basic mathematical terminology such as *sum*, *difference*, *product*, *quotient*, *numerator*, *denominator*, and so forth.
- Review the basic mathematical operations of whole numbers.
- Review the proper order for mathematical operations.
- Recognize and interpret mathematical symbols.

### **Course 119: Mathematics: Understanding the Basic Skills of Fractions, Decimals, and Percentages**

The participant will...

- Review improper fractions and mixed numerals.
- Review the basic mathematical operations of fractions and decimals.
- Review the computation of percentages.

### **Course 120: Mathematics: Basic Algebra**

The participant will...

- Review the use of symbols in algebra.
- Evaluate simple algebraic expressions.
- Review the methods for solving for a single, unknown variable.
- Review the basic concepts of exponents.

### **Course 121: Mathematics: Geometry**

The participant will...

- Review basic geometric terminology.
- Identify basic geometric figures.
- Review the formulas for computing perimeter, area, and volume for basic geometric shapes.
- Review the process of plotting ordered pairs on a coordinate grid.

### **Course 122: Mathematics: Data Analysis**

The participant will...

- Review statistical terminology.
- Review the process of interpreting bar and circle graphs.

### **Course 123: Introduction to Emergency Action Principles**

The participant will...

- Understand the importance of learning first aid and its role in providing a safe learning environment.
- Learn how to prevent and prepare for emergencies.
- Study how to prevent disease and parasite transmission.
- Gain an understanding of the content and importance of an emergency action plan.
- Learn the initial steps in emergency response.
- Study how to check the scene for safety.
- Gain an understanding of when to call and how to interact with the emergency medical services (EMS) system.

### **Course 124: Providing Care in an Emergency**

The participant will...

- Learn how to respond and provide care in the event of an emergency or sudden illness.
- Review information contained in Course 123.
- Learn about common emergency situations.
- Gain an understanding of how to evaluate and treat wounds.
- Study how to control bleeding.
- Learn how to help burn victims.
- Study how to evaluate and treat musculoskeletal injuries.
- Gain an understanding of how to help victims of sudden illnesses.
- Learn how to handle heat- and cold-related illnesses.

### **Course 125: Confidentiality**

The participant will...

- Be able to state the legal basis for keeping information confidential about students served by special education.
- Discover the types of student information and who has access to that information.
- Explore ways to avoid sharing confidential information.
- Identify ways to maintain confidentiality in the community and in the classroom.
- Learn how to answer questions involving confidential information about students.

## SUBSTITUTE TEACHER ASSESSMENTS

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### Using The Substitute Teacher Learning Network Assessments

There are a variety of uses for **The Substitute Teacher Learning Network Assessments**. The assessments provide, at both the district and building level, the capability to...

- Screen substitute teacher applicants or newly hired substitutes for job-related knowledge in order to properly hire and place them.
- Assess the knowledge and ability of substitute teachers in specific job skills.
- Develop an individual substitute teacher staff development plan for growth in position-specific skills, based on assessment results.
- Assess the same teacher multiple times to more accurately determine his or her progress toward professional goals.

## CURRENT ASSESSMENTS AND ASSESSMENT OBJECTIVES

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**Assessment 1: Classroom Management and Instruction** - Evaluates the classroom management skills of a substitute teacher to help administrators assess the strengths of incoming candidates.

**Assessment 2: Reading, Writing, and Math** - Evaluates the knowledge and instructional skills of a substitute teacher in the core curricular areas: reading, writing, and math.

## COMPLETING A COURSE...IS SIMPLE!

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**Sign-on Procedures:** Each participant or administrator accesses The Substitute Teacher Learning Network from any personal computer having an active Internet connection and browser.

**Registration:** Each participant completes a short registration form to enroll for the training.

**Course Selection:** The participant selects a course from an extensive list of options. Each course is designed to be completed in one hour.

Each course includes:

- ☑ **Learning objectives** outlining the course content.
- ☑ **Short readings** that teach the lesson and demonstrate the desired outcomes.
- ☑ **10-question multiple-choice test** to verify the participant's knowledge of the lesson.
- ☑ **A Certificate of Completion** when the user achieves a passing score.

**Transcript and History Update:** After the participant completes a test, his or her records are automatically updated. Courses taken and date of completion are tracked. The organization will also be able to track the records for all its participants to ensure compliance and accountability.

## THE SUBSTITUTE TEACHER LEARNING NETWORK DEVELOPMENT TEAM

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