



COLORADO
Department of Education

Substitute Boot Camp: Unit Plan

Course Description

From https://www.cde.state.co.us/cdeprof/licensure_subapp

Are you ready to be a sub? The Substitute Boot Camp is a FREE, virtual course specifically designed to support, assist and encourage substitute teachers with starting their first day on the job. The Substitute Boot Camp is also an excellent resource for currently authorized substitute teachers and individuals who are in-process of obtaining their substitute authorization.

Participants will learn about their roles and responsibilities as a substitute teacher, including:

- Understanding and executing academic lesson plans
- Preparing lesson plans when lesson plans aren't available
- Classroom management
- Maintaining appropriate student records, including recording grades
- School policy and emergency response

Course Learning Objectives

Participants can:

- Identify the roles and responsibilities of a substitute teacher, including maintaining appropriate student records
- Recognize key best practices in executing an academic lesson plan
- Recall strategies to use when lesson plans aren't available
- List classroom management strategies and best practices
- Identify key school policies and ways to respond to an emergency situation
- Recall requirements for substitute licensure
- Identify the steps in getting hired as a substitute
- Explore resources from TEACH Colorado for becoming a credentialed teacher

Unit Modules

1. Substitute roles and responsibilities
2. Day in the life of a substitute teacher
3. Classroom Management
4. Getting Licensed and Hired
5. TEACH Colorado and More Resources



Structure

- Series of modules with a check for understanding quiz at the end of each module.
- Completion rules- must complete each module to move on to the next
- Upon completion of all 5 modules with an 80% or better overall, participants gain access to a certificate of completion and a form to log their participation and apply for the substitute stipend.

Module Plans

Module 1: Substitute Roles and Responsibilities

<p>Learning Objectives</p> <p>Identify the roles and responsibilities of a substitute teacher, including maintaining appropriate student records</p> <p>Apply appropriate vocabulary connected to substitute teaching including: long-term substitute, short-term substitute, elementary, secondary, class period, attendance, lesson plan</p>	<p>Content</p> <ul style="list-style-type: none"> • Classroom teacher vs. substitute teacher • Characteristics of substitute teachers • Short-term vs. long-term substitutes • What to expect in an elementary placement • What to expect in a secondary placement
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Module 2: Day in the Life of a Substitute Teacher

<p>Learning Objectives</p> <p>Identify the activities in a typical day as a substitute</p> <p>Recognize key best practices in executing an academic lesson plan</p> <p>Recall strategies to use when lesson plans aren't available</p> <p>Identify key school policies and ways to respond to an emergency situation</p>	<p>Content</p> <ul style="list-style-type: none"> • Big picture view of the full day • Getting started on the right foot- arriving and getting ready • Lesson plan tips • Strategies if there's no lesson plan • Emergency preparedness • Connecting to others • Ending the day
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Module 3: Classroom Management

Learning Objectives List classroom management strategies and best practices	Content <ul style="list-style-type: none">• Key elements of classroom management• Techniques for classroom control• Classroom awareness• Working with trouble situations• Knowing when to seek help
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Module 4: Getting Licensed and Hired

Learning Objectives Recall requirements for substitute licensure Identify the steps in getting hired as a substitute	Content <ul style="list-style-type: none">• Requirements for a substitute authorization• Process of applying for a license• Applying to district substitute teacher pool
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Module 5: Additional Resources

Learning Objectives Explore resources from TEACH Colorado for becoming a credentialed teacher	Content <ul style="list-style-type: none">• Services of TEACH Colorado• Financial support for becoming a credentialed teacher• Goals of TEACH Colorado• Resources for learning more
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