

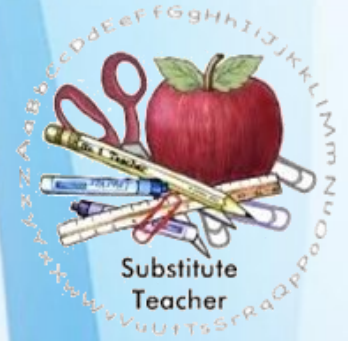
# Substitute Teacher Training

School Improvement Services - CESA 5

**August 19 9:00am-3:00pm or**

**August 20 & 25, 2015 4:30pm to 7:00**

**CESA 5, 626 E. Slifer St., Portage**



Looking to improve your skills as substitute teacher? Seeking a "Trained Substitute Teacher" certificate? CESA 5 is conducting a substitute teacher training program that utilizes a flipped classroom approach to provide practical instruction for substitute teachers. Participants are required to complete an on-line portion prior to training date. Members of multiple departments at CESA 5 will be on hand to cover areas that a substitute teacher may encounter in the course of a day. The topics include:

- Discipline/Classroom Management Techniques
- Important Health and Safety Information
- Expectations from the Classroom Teacher
- Special Education Concerns
- Technology Training
- Sample Emergency Lesson Plans
- Networking and Questions from Participants
- Identify and understand the professional responsibilities and roles of the substitute teacher..
- Prepare and conduct a lesson.
- Understand the legal responsibilities of a substitute teacher.
- Use and demonstrate appropriate communication protocols and procedures during the school day.

Participants who complete the entire course will be considered a "CESA 5 Certified Substitute Teacher" and will receive a certificate and personalized business cards.

**Who Should Attend:**  
Prospective Substitute Teachers

**Please register by Monday, August 17, 2015**

**Please Bring:**

Your certificate of completion from the on-line portion of the class.

**Technology:**

Chrome books available for on-site portion only.

**Open Lab Time at CESA 5:**

June 23, July, 14, Aug. 14

**Register online at:**

<http://www.myquickreg.com/>

**Questions:**

Rick Raatz at 608.745.5492  
or [raatzr@cesa5.org](mailto:raatzr@cesa5.org)

**Cost:**

**\$99 for online and on-site Course**

**Early Bird Special**

**Register by July 15 and the cost is \$70**

Fee includes on-line instruction, on-site instruction, lunch and materials.

**Day: Aug. 19, 9:00 to 3:00 or Evenings: Aug. 20 and 25, 4:30 to 7:00.**  
(Light Breakfast and Lunch Provided)