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Super Sub

**A Must-have Handbook for Substitute Teachers
Second Edition**

By Cary Seeman DeHan
and Shannon Hofstrand Rasmussen

Aligns to Educational Standards



Good Year Books
Culver City, California

Dedication

To Eryn Sydney Pate,
Cary's granddaughter
and Shannon's daughter.

Educational Standards: *Super Sub* contains lessons and activities that reinforce and develop skills as defined by a collaborative collection of state standards, as appropriate for students in grades 1 to 6. These include reading, writing, mathematics, science, social studies, art, ESL/ELL, music, and physical education. See www.goodyearbooks.com for information on how specific lessons correlate to specific standards.

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Preface

Welcome to the second edition of our best-selling book, *Super Sub*. We continue to emphasize the importance of being prepared for your classroom experience, no matter what conditions you may encounter. Our lessons fit every curriculum area, require minimum teacher preparation, and use readily available supplies.

We have now added new materials to make your job even easier. Because nearly every state has utilized standards-based education, we have identified appropriate standards for each lesson. This will help you manage curricula and evaluate student behaviors and work. Standards-

based education is an important element in a successful teaching program.

Another new addition in the book is the creation of lessons for English as a Second Language (ESL) or English Language Learner (ELL) students. Keep in mind that most lessons throughout the book can be adjusted to fit multiple grade levels and student abilities, including the lessons in the ESL/ELL section.

Use this book as an essential teaching tool. Keep notes on what works for you. Modify lessons to suit your needs and personality. Be flexible.

Enjoy your students. Teaching is such a rewarding profession!



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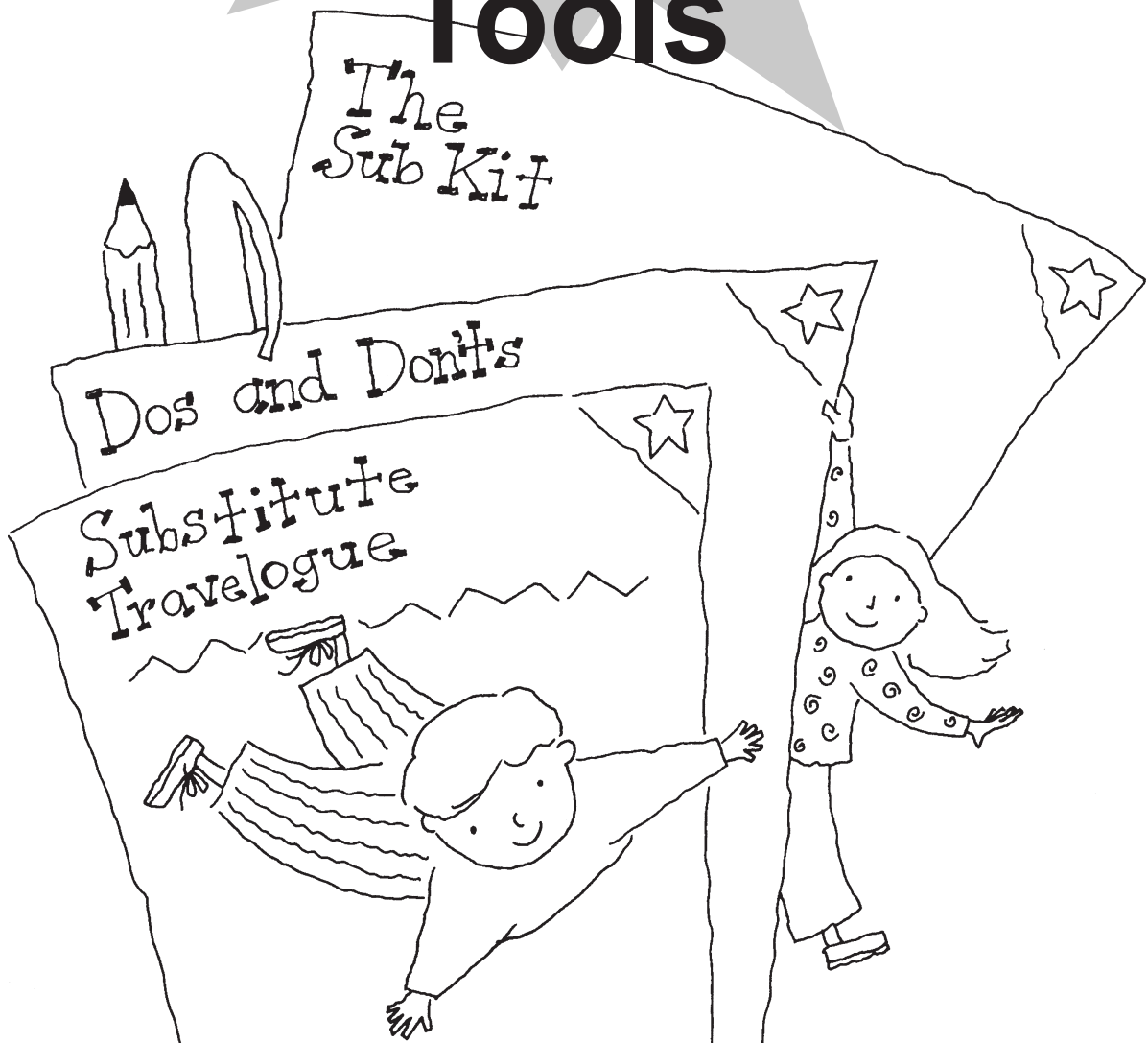
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The Preliminary Tools



The Dos and Don'ts of Substituting

1. **Do** speak in a whisper for attention. Students have to be quiet to hear what you are saying.

Don't raise your voice. Kids are used to being yelled at, and it doesn't faze them at all.



2. **Do** correct papers for the assignments you issued. The teacher doesn't want to return to a stack of unmarked papers.

Don't send papers home without letting the classroom teacher see them first.

3. **Do** arrange an audible signal (such as a whistle) before you take students out on the playground. You may have to recall them in a hurry.

Don't release students outside without reinforcing rules (time-out spot, boundaries, etc.).

4. **Do** familiarize yourself with school and classroom rules before class convenes.

Don't expect the students to interpret the classroom and school rules accurately for you. ("We're allowed to sit on the floor for math"; "Tuesday is extra recess day"; "Ms. Smith said we have until tomorrow to study for the quiz.")

5. **Do** be sure to obtain accurate directions to the school before starting out in the morning.

Don't be the last to arrive and the first to leave the building.

