



Substitute Strategies for Classroom Management

A professional substitute builds a positive relationship with the students and creates systems for successful classroom management. These are suggested, not mandatory, strategies to use for successful classroom management.

Rules & Procedures: Look for the rules & expectations the teacher has left for you. If they don't leave a copy of their rules and procedures, think through how you would like the classroom to run while you are the substitute teacher.

Ms. Dutton

April 1, 2020

1. Follow Directions
2. Speak politely
3. No unauthorized cell phone use

Attention Signal:
Give me 5



1. Before the students come into the classroom write the following on the whiteboard, or on a PowerPoint slide if you have access to technology.

Your Name

Date

Expectations for the day (limit it to 3-4)

Explain Attention Signal (see below)

1. Use a direct teaching method to introduce yourself, explain the expectations (rules) and warm-up signal. Don't forget to model, practice, and refer back to your expectations. Hint-You can ask them to turn-and-talk to your elbow partner (someone sitting close to them) to review the expectations and then use your attention signal to get attention.

Warm-up activity: Before you take attendance consider using a warm-up exercise to focus the attention of your students. Some examples can be a list of needed supplies for the lesson (pencils, notebook paper, spiral), use a riddle, rebus, puzzle, Sudoku, or posing a question related to the lesson

Attention Signals: Use a signals to direct the attention to you. *You must teach these during your introduction.* These are a few examples you can use.

Teacher says	Students say
1, 2, 3	Eyes On ME!
1, 2, 3...eyes on me!	1, 2...eyes on you!
Give me 5 (Silent or with words): hand straight up (high) with five wide-fingers out and countdown to 1 to get their complete attention	
Look like a scholar	clap twice, fold arms on desk, sit up straight
Macaroni and cheese!	Everybody freeze!
Chicka Chicka!	'Boom Boom!'
Red Robinnnn!	Yummmm.
Ba da ba ba ba!	I'm lovin it.

The Essentials of Behavior Management

1. **CIRCULATE** throughout the classroom during activities. Proximity Control is your best friend when you are in a classroom environment!
2. **MOTIVATE** students to follow the rules and to use time productively *Use praise*
3. **CORRECT** student misbehavior when it occurs. Correct misbehavior **calmly** (don't take student misbehavior personally). Follow through on any warnings or consequences you assign. Correct misbehavior **privately**. A semi-private interaction allows the student to save face in front of peers. When real privacy is not possible, use a **quiet voice** when correcting.

Possible consequences you might use for student misbehavior:

Give a reprimand or warning.

Keep students after class to talk.

Leave a note for the teacher.

Ask the student to write about their off-task behavior and have the student sign it.

Your management skills have a huge impact on student behavior:

1. Maintaining your confidence.
2. Greeting students at the door, while keeping an eye on the inside of classroom.
3. Remembering to communicate, circulate, motivate, and correct.
4. Smile at students and help them to feel at ease with your presence.

Redirecting misbehavior:

1. Ignore the behavior if possible. If it misbehavior continues move to step 2
2. Eye contact
3. Proximity Control-move to the student's area
4. Discreetly ask the student "_____, what are you supposed to be doing?" LISTEN closely to what they say, "Do that now," if they don't know, remind them then say "(name)_____ do that now."
5. Pause and move away to see if the redirection worked (monitor other students)
6. If they change the behavior then (praise) thank them for getting back on task.

Helpful Hint:

Refer to your expectations when students ask why they can't do something. For example, "why can't I use my cell phone to listen to music while I do my work" answer "because my expectation is for no unauthorized cell phone use."

BAG of Tricks

1. Create a **Substitute Survival Binder** of important substitute information
2. **Clipboard** to put teacher's lessons, notes, attendance in one place
3. Read aloud **books** for all grades (Where the Sidewalk Ends, Take Me Out of the Bathtub and Other Silly Dilly Songs, Rebus puzzles, brain teasers, etc.)
4. Stickers, stamps, non-food rewards
5. Hand sanitizer, tissues, and other supplies you would need

Ideas adapted from:

Bowers, Trent. From Survive to Thrive: What Great Substitute Teachers Do Differently. Worthington Schools, 2009.

Curwin, Richard L., et al. Discipline with Dignity: How to Build Responsibility, Relationships, and Respect in Your Classroom. Hawker Brownlow Education, 2018.

Tucker, Ginger. Ginger Tuckers First Year Teacher: Participant Notebook. GKT Pub., 2015.