

# The Subway

Volume 2, Issue 2

October 2017

## Vision

Our vision in Vista Unified is to be the model of educational excellence and innovation.

## Mission

The purpose of Vista Unified School District is to inspire every student to persevere as a critical thinker who collaborates to solve real world problems.

## VUSD Values

RESPECT - treating all with dignity

TRUST - having confidence that every decision focuses on the best interests of all students.

COLLABORATION - working in a collective partnership with clear two-way dialogue that builds relationships among home, school and the community.

*Dear Substitute Teachers,*

*I hope that everyone had a great start to the school year!*

*We are excited to announce that our VUSD School Board unanimously approved an increase in all substitute's daily rate of pay on August 30th. The new daily rate is now \$120. Long Term pay starts now after the 10th consecutive day in the same assignment at \$139. All VUSD retired teachers daily rate is \$139. This is an exciting change for VUSD and we hope that you find your experiences here positive and rewarding.*

*Rachel D'Ambroso*

*Director, Human Relations and Certificated Personnel*



## Classroom Management for Substitute Teachers

Each day, substitute teachers walk into a new classroom faced with the unknown. Therefore, it is essential for a substitute teacher to have a variety of tools to help in any situation. The following classroom management tips provide specific ideas from seasoned teachers that have been substitute teachers for years. Use these tips and ideas to help you maintain classroom management and keep students on task.

- ◆ Review all classroom expectations and any discipline

Plan. The time before school begins is important. Use this time to familiarize yourself with the classroom rules, procedures and discipline plan. The regular teacher has taken the time to teach students these expectations, so it is important to follow and reinforce them.

- ◆ Praise the behaviors that you want and model politeness towards all students.

- ◆ Keep your cool in all situations.

- ◆ Keep a calm voice. Think of substitute teaching like a job interview. There is always someone watching you to see how you behave and handle every situation that is thrown at you.
- ◆ If a difficult situation arises, handle it delicately and quietly request that the student meets with you away from other students. Talk with this student quietly and calmly.

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## Creating a SubPack



*“They may forget what you said — but they will never forget how you made them feel.*

—Carl W. Buehner

A SubPack should have four categories:

### **Personal and Professional Items**

### **Classroom Supplies**

### **Rewards and Motivators**

### **Activity Materials**

The specific contents of your SubPack will be personalized to fit your teaching style and the grade levels you teach most often.

The following are some ideas of things to include in your SubPack:

**Clipboard:** Carrying a clipboard provides quick access to a seating chart, the roll, and anecdotal records, as well as creates a sense of authority.

**Disposable Gloves & Plastic Bags:** Whenever you encounter blood or bodily fluids, you should wear disposable gloves to help safeguard against many of today’s medical concerns. A

plastic bag can be used in an emergency when you must dispose of items exposed to blood or bodily fluids.

**Newspaper:** A newspaper can be used as the basis for a story starter, spelling review, current events discussion, and a host of other activities.

**Fun Books:** A variety of leveled books that you can access for any grade level. Many books already have activities that you can access for your students.

**Tickets:** Tickets are a great way to reward students for appropriate behavior. Students can use tickets to enter an end-of-the-day drawing or redeem them for special privileges and prizes.

The number one trait of a successful substitute teacher is having a collection of resources in a SubPack. To be confident and prepared, a good substitute teacher will enter a classroom

with a set of tools, much like a builder would enter a construction site. No one wants to begin a lesson plan and then discover that a simple item, such as a pair of scissors, cannot be located. Likewise, when a lesson plan receives a “boring” response from students, introducing a motivator idea from a SubPack can bring a renewed enthusiasm for assignments.



## SUBSTITUTE PLACEMENT INFORMATION SYSTEM (SMARTFIND EXPRESS) - Searching for Jobs

Follow these steps to find a job on SMARTFIND Express.

Choose the Available Jobs link to view and accept assignments: To View and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location

Follow these next steps:

- Select the date range for your search range entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the Search button to display the list of jobs
- Press the Details link to view the job details. Re-

view the specifics and choose one of the following:

1. Select the Accept Job button. A job number will then be assigned.
2. Select the Decline Job button. Please select a reason for the decline from the drop-down list.



*If you have any questions on using the SmartFind Express, please contact Laura Lemly: [lauralemly@vistausd.org](mailto:lauralemly@vistausd.org) (760)726-2170, ext. 92207*

## Think / Write / Pair / Share

When asking questions to an entire class, you want to make sure each student is engaged and gets a chance to respond. A teaching strategy that can help with this is Think/Write/Pair/Share. There are four steps involved with Think/Write/Pair/Share. Step One: Think. The teacher asks a question and allows a few seconds for the students to process an answer. Step Two: Write. Students write

down their answers. Step Three: Pair. Students turn to a neighbor and briefly discuss their answers. Step Four: Share. The teacher calls on a few students to share their answers. The teacher then conducts a brief class discussion. The Think/Write/Pair/Share strategy is a non-threatening way to encourage all students to par-

ticipate and answer questions while reducing the embarrassment associated with getting an answer wrong.



## Professional Development

We had a wonderful response to our first professional development opportunity scheduled for this month. All registered participants should have already received an email from Laura Lemly. This session will be “Supporting Students with Educational Technology” and is

scheduled for October 9th. Mr. Dan Brown and Mr. Marc Schroeder, both Technology Resource Teachers, will provide support and guidance to your work with students in the area of technology. We do currently have a waiting list for this session. If you are in-

terested in being placed on the waiting list, please contact Laura Lemly. Keep a look out for our upcoming Professional Development Session #2, “Classroom Management” on Monday, December 4th.



## VUSD Beliefs

*We believe that...*

*All students have a unique capacity to learn.*

*Risk taking, effort and perseverance lead to excellence and innovation.*

*Individuals learn and work best in a safe, nurturing environment.*

### ***We're on the web!***

vistausd.org

Facebook: VUSD Human Relations

Twitter: @vusdhr

Instagram: vistaunifiedsd

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1234 Arcadia  
Vista, California 92084

### ***Important Vista Unified School District Phone Numbers***

District Office Main Line:

(760) 726-2170

HR Department Fax:

(760) 631-4537

Benefits, ext. 92206

Human Relations, ext. 92221

Payroll, ext. 92602

Substitute Desk, ext. 92207

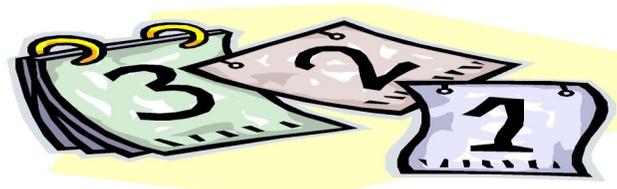
Sub system by phone (760) 726-1379

SFE on the web:

<https://vistausd.eschoolsolutions.com>

## Important Dates

October 12—13	MVHS Finals (Minimum Day)
November 6—9	Grades K-5 Parent Teacher Conferences ( Minimum Days)
November 7—9	Grades 6-8 Parent Teacher Conferences (Minimum Day)
November 10	Veteran's Day (No School)
November 20—24	K-12 Non-Student Days
November 23	Thanksgiving Holiday



## Principal's Corner

### **Thank you to the following substitute teachers from our site Principals:**

- *Mr. Hoskins is a great guest teacher. He has opened up our K-1 combo class and handled many parent concerns with great customer service. He's a team player and he's helping our students to read and going way above and beyond.*

*Dr. Jenifer Golden,  
Principal—Bobier Elementary*

- *Ms. Juliet Adams has been a fantastic addition to the BH staff. Ms. Adams agreed to do a long term assignment until a permanent teacher fills the position in October. She has helped set up the classroom and has done an amazing job getting to know the students and classroom routines. Thank you for your hard work for our 2nd grade coyotes, Ms. Adams.*

*Lori Higley,  
Principal—Breeze Hill Elementary*

