

Kelly Education® Substitute Teacher Learning Standards

Principles and practices for guiding substitute teachers to success.

L

Leads and supports instruction for all learners.

All substitute educators understand and apply effective, age-appropriate, differentiated methods of teaching, reteaching and assessment in accordance with the classroom teacher and district's plans and expectations.

1. Uses lesson plans and instructional best practices to ensure continuity of learning.
2. Facilitates classroom activities and assists all students in mastering the learning goal.
3. Provides targeted assistance to all students based on needs and abilities to master the material.
4. Demonstrates an understanding of core content and explains concepts to students in an understandable way.
5. Offers timely, constructive feedback to students on their progress.

E

Ensures a safe and productive learning environment.

All substitute educators plan for, create and maintain a safe environment for all.

1. Clearly outlines and consistently reinforces classroom and school rules using positive language and reinforcement.
2. Acknowledges and respects each student's unique background, abilities, and perspectives and uses practices that make learning accessible for all learners.
3. Demonstrates an awareness of special needs or learning disabilities and adapts teaching methods to include all learners.
4. Familiarizes themselves with and practices the emergency procedures including fire drills, lockdowns, and evacuation routes.
5. Engages actively and appropriately with students during class times, monitoring their behavior and interactions at all times.

A

Acts professionally and ethically.

All substitute educators use professional and ethical practices when teaching, supervising and interacting with students, student data and all educational stakeholders.

1. Is punctual, reliable, and maintains a neat appearance.
2. Follows school policies and legal guidelines including supervision, mandated reporter responsibilities and managing confidentiality and sensitive information.
3. Acts with honesty and integrity.
4. Prioritizes student needs and safety.
5. Maintains professional boundaries.
6. Engages in ongoing learning and development as appropriate.

R

Recognizes the whole child.

Proactively plan for the behavioral and emotional needs of all learners supporting the behavioral and emotional needs of learners and advancing the development of the whole child.

1. Uses behavior management techniques that foster student self-esteem, motivation, and engagement.
2. Uses practices that support student cognitive, emotional, and social development.
3. Uses proactive conflict prevention methods and conflict management techniques while remaining calm and objective in moments of crisis.
4. Builds positive relationships with students, fostering a supportive and trusting rapport.

N

Navigate the educational setting appropriately

Collaborate and connect with all educational team members in an effective and appropriate way to support a consistent and productive learning experience.

1. Communicates student performance and behavior with relevant district and school employees.
2. Builds positive relationships with students, fostering a supportive and trusting rapport.
3. Communicates and interacts appropriately with students and educational stakeholders, including teachers, paraeducators, school administrators, and others, as directed, to provide continuity of educational experience.
4. Shows empathy and respect to all people in the educational environment.