

The Sub-Subscription

Volume 2, Issue 2

November 2005

Special Points of Interest

- November Substitute Teacher Training
- AESOP Phone System Instructions
- Survival Strategies for Substitute Teachers
- RRISD Activity Passes Now Available

The Sub-Subscription is a newsletter designed specifically for the substitute teachers of RRISD. We hope to provide you with helpful tips and ideas in different areas such as classroom management and lesson plans. We will also be asking you to be a participant in creating this newsletter by contributing your ideas, tips and any questions you have about substituting. You can contact Vickie Beck at the Central Office, (806) 381-7800, between 8:00 a.m. and 4:00 p.m. weekdays with anything you want to contribute. Our mailing address is RRISD, 9500 US 287 North, Amarillo, TX 79108, or you can e-mail Vicki Beck at vicki.beck@region16.net.

AESOP Automated Substitute Teacher Finder Fully Implemented

RRISD is beginning its first full month in the use of AESOP Automated Substitute Teacher Finder.

Page 2 and 3 of this newsletter consists of the AESOP System Instructions for Substitutes for substitutes who want to access the system by phone.

Call Laura Zanchettin with changes in phone numbers or with any questions or concerns about using AESOP.

RRISD is currently looking for new substitute teachers—let your friends, acquaintances and family know.

**Substitute Teacher
Training
Scheduled for Tuesday,
November 29, 2005, 2006
Time: 8:15 am—Noon
RRHS Room 211**



Updated Agenda for Training

- * Employment Paperwork
- * RRISD Sub Handbook Review
- * AESOP Sub Finder program training and information
- * Bus Tour of the District
- * 1 hour teacher shadowing

The teacher shadowing is a new part of RRISD sub training.. It has been included to provide hands-on experience in the classroom for the substitute who has never subbed.



AESOP Phone System Instructions

Instructions When AESOP Calls You

- AESOP will introduce itself and then present the following options:

If interested in an assignment	Press 1
To prevent further calls today	Press 2
If you are unavailable	Press 3
To prevent AESOP from ever calling again	Press 9

+ Attention: Do not press 9 unless you wish to never be called by AESOP

1. Press 1, if interested in an assignment.
- AESOP will tell you the district name as well as the school name of the assignment
2. Enter your PIN number

Attention: Please be sure to enter your PIN number rather than your ID number which AESOP does not need when it calls you. Your PIN number is the last 4 digits of your social security number. Your ID # is your phone # including the 806 area code.

- AESOP will play back the details of the assignment and then present the following options.

To accept this assignment	Press 1
Hear this assignment again	Press 2
To reject and allow additional calls today	Press 3
To reject and prevent additional calls today	Press 4

3. Press 1, if you wish to accept the assignment.
- AESOP will playback your confirmation number.

Notice: It is very important that you write the confirmation number down as it will be helpful in accessing this assignment in the future.

Instructions When You Call AESOP

How to Access the AESOP Phone System

1. Dial 800-94-AESOP (or 800-942-3767)
2. Enter your ID number followed by the # sign.
3. Enter your PIN number followed by the # sign.

Available Functions in the Phone System

1. Hear a List of Available Assignments
2. Review or Cancel Upcoming Assignments
3. Review or Cancel a Specific Assignment
4. Review or Change Name recording
5. Review or Change PIN Number
6. Review or Change Phone Number

Helpful Hint: Pressing the * key will always take you back one menu level anywhere in the phone system.

1. To Hear a List of Available Assignments

- From Main Menu Press 1
- AESOP will retrieve a list of available jobs.
- After each assignment is played back, AESOP will present the following options:

To accept this assignment	Press 1 +
To hear this again	Press 2
To reject this assignment and not hear it again	Press 3
To listen to the next assignment	Press 4
To replay a bypassed assign.	Press 5 ++
To return to the Main Menu	Press 6

+ If AESOP is presenting a multi-day assignment, this prompt will say, "To hear more about this assignment."

++ Played only after second assignment has been played.

2. To Review or Cancel Upcoming Assignments

(Cancellation is not available to every user and is not available to any user once an assignment is past the cancellation cutoff time.)

- From Main Menu Press 2
- AESOP will ask you to select the day(s) you wish to review or cancel assignments.

For today	Press 1 +
For tomorrow	Press 2 +
For next 7 days	Press 3 +

+ Not heard if there are now assignments on these days

- AESOP will play back the assignment and then present the following options:

To hear more details	Press 1 +
To hear this again	Press 2
To cancel this assignment	Press 3 ++
To listen to the next assignment	Press 4 +++
To return to Main Menu	Press 6

+ Heard only when reviewing a multi-day assignment.

++ This option may not be available to you
+++ Heard only when reviewing more than one assignment for next 7 days.

3. To Review or Cancel a Specific Assignment

(Cancellation is not available to every user and is not available to any user once in assignment is past the cancellation cutoff time.)

- From Main Menu Press 3
- AESOP will ask you to enter the confirmation number of the assignment you wish to review or cancel.
- See To Review or Cancel Upcoming Assignments for remaining instructions.



AESOP Phone System Instructions—Cont.

4. To Review or Change Name Recording

- From Main Menu Press 4
 - AESOP will present the following options:

To change name recording	Press 1
To change PIN	Press 2
To change phone number	Press 3

- Select option 1
 - AESOP will either play back your previous recording or spell out your name and ask if your wish to change the recording
 - If your wish to change, AESOP will then prompt you to record your name.

Notice: It is best to avoid long pauses before and after your recording.

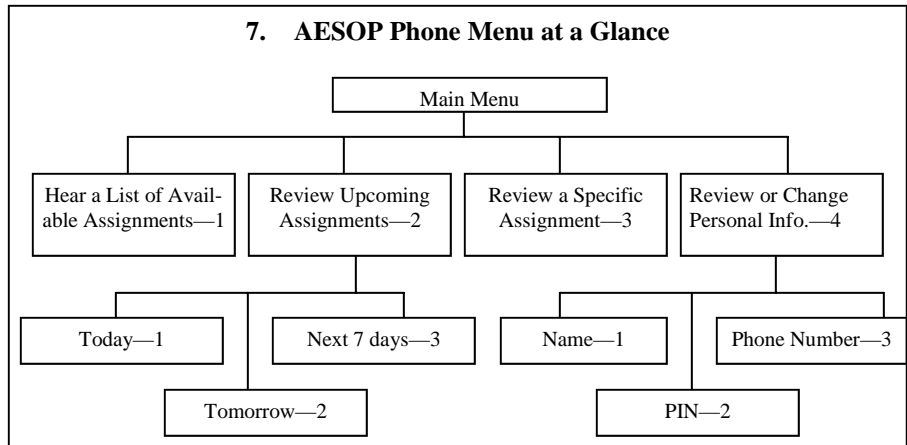
- After recording, AESOP will present the following options:

To save	Press 1
To erase and rerecord	Press 2
To return without saving	Press 3

5. To Review or Change PIN Number

Follow instructions above for changing name recording but select different menu options.

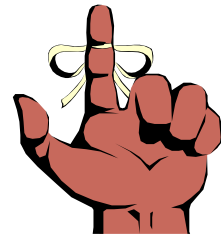
7. AESOP Phone Menu at a Glance



6. To Review or Change Phone Number

Follow instructions to the left for changing name recording but select different menu options.

RRISD Substitute Teachers are the Best in the Panhandle! Thanks for all you do.



Reminder
Never Leave Your Students Unsupervised

To learn more about Substitute Teaching:

<http://.subed.usu.edu>
 or
 call 1-800-922-4693

Survival Strategies for Substitute Teachers

By Marie E. Lassmann, Ph. D.

How do students treat substitute teachers? Usually with off-task and disruptive behavior. Why do students behave in this manner? Is it because the substitute teacher doesn't know what is going on? Is it because students know what the substitute teacher assigned to them doesn't make any difference because the teacher will discount the

assignments? Is it because they feel that when substitute teachers are there they have a free day to do as they please? All of these things could contribute to the frustration substitute teachers feel, but these same substitute teachers could be causing part of the problem. "Having a successful experience as a substitute teacher doesn't de-

pend on your choice of war gear, but rather on you and your leadership of the class". The skills and strategies the substitute teacher uses to direct and manage student behavior will affect his/her ability to manage the classroom.

BEFORE STUDENTS ARRIVE:
 Dress Professionally Cont. pg. 4

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Survival Strategies for Substitute Teachers

By Marie E. Lassmann, Ph. D. - Cont. from page 3

Look professional. Women don't have to wear heels and men don't have to wear ties, but jeans, T-shirts and extremely casual wear are not appropriate. If you dress too casually, students will think you don't care and they won't care either.

ARRIVE EARLY

When substitute teachers arrive early, there is time to find the room, restroom and lesson plans, look the room over, and ask questions. If no lesson plans were left, there is time to find a helping teacher and/or materials in the classroom.

HAVE SOMETHING PLANNED

For those times that a teacher leaves no plans or the students finish in 20 minutes, always have something extra. Substitute teachers need a bag of tricks. Puzzles, mazes, reading material or group activities are a plus. These can be found in any school supply store, in the schools where the substitute teach-

ers work or on the internet. The activities don't have to be about the lesson being taught that day, but should be on the subject taught and at the appropriate grade level.

WRITE PERTINENT INFORMATION ON THE CHALKBOARD

Substitute teachers should write their name, date, and the assignment on the chalkboard. If this is done, there won't be as many disruptions from students asking these questions. Keeping a copy of the assignments is helpful just in case a student erases the assignments in hopes of getting out of work.

GETTING STARTED

Greet students with a friendly, confident demeanor, making eye contact. Don't chat with any single student, but keep an eye on all of them.

INTRODUCE YOURSELF

When class starts, introduce yourself as the teacher and then get the students doing something.

MANAGEMENT SKILLS:

MONITOR

Once class gets started, monitor the entire classroom. This cannot be done by sitting at the teacher's desk. Substitute teachers need to walk around the room, up and down the aisles, around the groups and in the far corners if students are there. When substitute teachers monitor, students are less likely to misbehave. There is a direct relationship between the behavior of students and proximity of the teacher.

To Be Continued in the December Issue of the Sub-Scripton

RRISD Activity Passes for Substitutes are now available at each campus secretary's office.

These passes are good for the substitute teacher and guest to attend any RRISD activity free of charge for the 2005-2006 school year.