

"BECOMING A SUBSTITUTE TEACHER -A NEW ADVENTURE"

Teaching is a complex, important task that requires constant growth and development. This two-day course is designed to provide participants with a brief overview of the educator's role in the classroom so the substitute teaching experience will be rewarding, satisfying and meaningful for students and the substitute teacher. This class is open to individuals holding a non-teaching college degree who wish to be certified for substitute teaching in the state of Wisconsin.

Date: Monday/Tuesday, January 10-11, 2011

Location: CESA 6, Oshkosh

Time: 8:30 AM - 3:00 PM

COST: \$125.00 Course Fee (payable to CESA 6)

Continental Breakfast will be provided.

Lunch will be on your own at any of the fine restaurants within a short distance of CESA 6.

Steps to obtaining your DPI certified three-year Substitute Permit:

1. It is a good idea prior to taking this substitute teacher class to contact a school district that will sponsor you, meaning they will use you as a sub, once you are certified.
2. Register via CESA 6 website or send in form for the CESA 6 Substitute Teacher Training
3. Take the 2-day workshop at CESA 6
4. Fill out the application that you obtain from your local school district and attach:
 - certified transcripts
 - \$100.00 fee (payable to DPI)
 - workshop completion certificate

Hold on to your application and attachments until after you have taken the 2-day class.

This 3-year permit allows you to substitute in any public or private school in the state of WI.

Agenda includes:

- Roles and responsibilities of a substitute teacher
- Classroom management/discipline strategies
- Attention strategies – how to gain, maintain, and regain students' attention
- Back up lesson plans
- Designing good instruction, before, during, and after instruction

Directions to CESA 6:

CESA 6 is located at 2300 State Rd 44.
Turn west off of Hwy 41 onto Hwy 44.
Go ½ mile and see the CESA 6 office on your right hand side, past Chase Bank.

This training is limited to 40 people, please send in your registration promptly.

"Becoming a Substitute Teacher - A New Adventure" (1/10-11/2011)

NAME _____ HOME PHONE _____

HOME ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____ (To receive an email confirmation)

Payment Options: Check Enclosed - Amount \$ _____; Make Check payable to CESA #6 Staff Development

Credit Card Type (EX-VISA/MC) and Card No. _____

Expiration Date _____ Three-digit card code on back of card _____

Return to: Janet Aderman Program Assistant, CESA 6, PO. Box 2568, Oshkosh, WI 54903; or Fax to (920) 424-3478;

Questions Call 920-236-0546

