

Substitute Teacher Training

When: August 22, 2019 8:00-3:00

Where: Chisago Lakes High School Lecture Hall

The morning sessions are required for all substitute teachers in the district.
The afternoon sessions are optional.

**To substitute, you need a valid MN teaching license or a short-call substitute license (which requires a bachelor's degree). To learn more, please visit the Minnesota Department of Education website.*

Schedule:

8:00-9:00 **Paperwork for Brand-New Substitute Teachers and any Returning Substitute Teachers with changes** (i.e. name change, banking info, W2)

9:00-9:30 **General Overview of Subbing**

9:30-10:30 **Mandatory Trainings** (BBP, ERTU, Bullying, Mandatory Reporting)

10:30-11:30 **Emergency Preparedness**

11:30-12:00 **Lunch (provided)**

12:00-3:00 **Optional Breakout Sessions**

Sessions: Subbing in the Elementary Buildings, Subbing in the Middle School, Subbing in the High School, Technology in the Elementary Classroom, and Technology in the Secondary Classroom

If you are brand new to subbing in Chisago Lakes, you need to come at 8:00 with your social security card, driver's license, and a voided check, so you can complete your paperwork.

Returning substitute teachers must attend 9:00-11:30 before they can sub in the district in 2019-2020.

If you are unable to attend please contact Julie Willeck at 651-213-2090 or jwilleck@isd2144.org.

To Register:



Go to <https://tinyurl.com/y2mrxx7f> or scan the QR code to access the registration form.

For those who complete 10 days of subbing in the district, they will be compensated \$15 per hour for attending the training. Subs must submit a claim and verification form after the 10 days to receive the pay.

Any questions please contact Sarah Schmidt, Director of Curriculum and Instruction at 651-213-2005 or sschmidt@isd2144.org.