

## C2C Presentation

### Jenna Forslund: Tips for Subbing and New Teachers

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#### Final Year of School

1. Try something new, be flexible.
  - a. Try to get experience in different divisions.
2. Take advantage of PD opportunities
  - a. Like: SAGE, MB Education, Divisional PD (ask CT), MTS, WestCAST, CHARGE, Lunch and Learn, C2C
3. Network
  - a. Get your name out there (in a positive way)
  - b. MAPLE: Maple is a network for teachers and other education professionals, a place for exchanging ideas, and offering and receiving support. <http://www.mapleforem.ca/>
  - c. On another note, these website are good for resources: Teachers Pay Teachers and Teachers.net
4. Start building your Portfolio
  - a. Do not leave it to the last minute...it shows.
  - b. To have some student feedback, use Two Stars & a Wish.
5. Seek work/volunteer opportunities that will benefit you as a teacher and increase your exposure to working with children. Build that resume.
  - a. STEP Services Manitoba is the official student employment placement service for the Government of Manitoba.  
<http://www.gov.mb.ca/cyo/studentjobs/>
  - b. Jenna worked with Manitoba Education buy going through this site.
6. Just know that not getting a job the first year out does not reflect your ability as a teacher.

## **How to get on the Sub List.**

1. Create connections and reasons for your practicum teacher and principal to advocate on your behalf.
2. Network
3. Be persistent with HR (within reason)

## **Advice for Substitute Teacher**

1. Advertise Yourself
  - Jenna had a business card made that she could leave with teachers. She had Tec Voc Program design and produce her card.
2. Utilize the knowledge of your students.
  - Ask them questions and see how things are done in the classroom.
  - Make them feel like they have some control.
  - Compromise (Sometimes the teacher will leave lots of things to do or not enough.)
3. Come prepared! Bring your own activities just in case.
  - Jenna has encountered where the teacher did not leave any activities for the day.
4. Make yourself visible!
  - Work with the students.
  - If you have time in the day for prep (as a sub you won't really need this time) you can ask the office if there is anything you can help with. At lunch time see if there is supervision or help with intermurals is needed.
  - Administrators do talk to each other. So you also need to give your best, even if you are not really interested in that particular school.
5. Be available but not too available.
6. Leave informative, positive feedback for teacher.
  - First give positive feedback and then thank them for welcoming you into their classroom.

## Advice for 1<sup>st</sup> Year Teachers

1. Set goals and expectations for your students and yourself.
  - Reflect once a week
  - Keep a journal of what went well, what could be improved and general thoughts and feelings.
2. Find a mentor
3. Create your niche within the school. Bring something more to the table.
  - What can make you stand out? Examples: coaching, GSA Rep, start a club
  - Learn to write grants. Principals like when money is given to the school and is great for you if your name is attached to it.
4. Do not plan too far in advance for the school year. You need to be able to get a feel for your students' interests and academic capabilities.
  - Week by week or day by day.
  - Develop meaningful assessment strategies. Check out Engrade.

## Other Advice

1. Keep a happy balance between theory and practical.
2. Ask questions! It is better to be informed than clueless.
3. Get to know your teaching abbreviations.
4. Avoid burnout. Do what you can.
5. Create your time!

If you have questions you can contact Jenna at [jennaforslund@hotmail.com](mailto:jennaforslund@hotmail.com).