



Course Description

EDG 2311 | Substitute Training | 1 credit

Provides students with the necessary knowledge, skills, and dispositions to successfully serve as temporary instructors for the Miami-Dade County Public School (M-DCPS) Board. The course provides best practices in classroom management and effective teaching strategies; key items of M-DCPS Board policy and Florida statutes; and the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.

Course Competencies

Competency 1: The student will demonstrate knowledge of Miami-Dade County policies and procedures and the consequences for non-compliance by identifying policies and prudent employee actions that:

- a. relate to student and employee safety and security
- b. provide for legal use of the internet, district property, buildings and grounds.
- c. relate to employee conduct on and off school board property while on duty
- d. relate to student conduct, and requirements for reporting misconduct to the proper authorities.

Learning Outcomes

- Communication
- Critical Thinking

Competency 2: The student will demonstrate knowledge of the nature and needs of Exceptional Student Education (ESE) students by identifying:

- a. the areas of ESE and several appropriate accommodations for each
- b. the similarities/differences among inclusion classes, pullout classes, and resource classes
- c. effective strategies for one-on-one/small group instruction.

Competency 3: The student will demonstrate knowledge of principles of strategies to create and sustain a safe, supportive learning environment by:

- a. identifying strategies to involve students in establishing rules and standards for behavior that create a safe learning environment
- b. developing an introductory script for use in meeting a new class which includes high expectations, positive recognition of student achievement and conduct, safe learning environment, and mutual respect
- c. developing a repertoire of effective methods of handling difficult classroom situations
- d. Identifying strategies to involve students in establishing rules and standards for behavior that create a safe learning environment.

Competency 4: The students will demonstrate knowledge of and its application in the teaching and learning process by:

- a. developing a lesson plan for a 5 minute mini-teach which includes, but may not be limited to: learning objectives, content outline, procedures, anticipatory set, teaching strategies, assessment.
- b. demonstrating a 5 minute mini-teach, using one or more of the following strategies: KWL, concept mapping, T-chart, Venn diagram.
- c. demonstrating age-appropriate interactive strategies, and effective use of instructional time.
- d. selecting appropriate strategies for the absent teacher's plans keyed to the M-DCPS Sunshine State Standards (SSS) and/or Core Curriculum Standards.

Competency 5: The student will demonstrate an understanding of the Florida Code of Ethics and Principles of Professional Conduct by:

- a. developing a list of 10-15 "Wise Practices for Temporary Instructors" which are based on professional responsibilities to the student, the public and the profession.