**Missouri Substitute Teacher Training Application Directions**

# Introduction

A substitute teacher is an individual who teaches students when the regular teacher is unavailable. Substitute teachers provide basic instructional and classroom management duties for teachers who are absent for a portion of a school day, a full school day, or longer periods of time. They work to ensure that each student receives quality instruction in the absence of their regular teacher. The safety and well-being of students is dependent on a substitute teacher’s ability to carry out the important duties of this position and role. The duties of a substitute teacher include at a minimum:

* Comply with all regulations, policies and rules of the classroom and school
* Adhere to the lesson plans assigned by the regular teacher
* Assign and/or grade homework
* Supervise students in and out of the classroom
* Take attendance and document important notes
* Manage student behavior
* Engage students in learning

**Approval Process**

* An entity wishing to offer this training in Missouri must submit to [eqprep@dese.mo.gov](mailto:eqprep@dese.mo.gov)
  + a completed application (below); and
  + an actual course/training syllabus. Instruction and assessment aligned with each of the required objectives must be highlighted and clearly identified.
* Submissions must be approved by an administrator of some type (e.g. dean, chair, program director)
* Applications submitted after **July 1** in a given year may not be reviewed in time to be implemented during the subsequent fall semester.
* Application materials will be evaluated by qualified personnel —or selected by such personnel—in the Office of Educator Quality at the Department of Elementary and Secondary Education (DESE).
* Approved training providers will be posted on the DESE website.

**Annual Review**

Reapproval of the authority to offer this training is required annually. The following must be submitted by **July 1, 2024**:

* A formal request for training reapproval
* Updated application documentation indicating any changes being made in training content or assessment. (If applicable)
* Quantitative data summarizing assessment results for program participants who completed the training over the previous year
* Quantitative data summarizing training participant satisfaction with the program after one or more substitute teaching experiences. Size of the sample relative to the total number of participants in the program should be included.
* Quantitative data summarizing satisfaction of teachers/administrators in partner districts in which program completers have been substitute teachers. Size of the sample relative to the total number of participants in the program should be included.

**Substitute Teacher Training Program Application**

Submitting Entity (e.g. company, institution): Click or tap here to enter text.

Course or Training Name: Click or tap here to enter text.

Catalog Code and Number (if applicable): Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Contact Email: Click or tap here to enter text.

1. **Curriculum Content, Alignment, and Assessment**

* To be eligible for a substitute teaching certificate, candidates must pass an assessment on each of the objectives below with a score of 70% or above.
* Syllabus included with application must clearly identify where in the course each objective will be addressed and how it will be assessed.

1. **Professionalism**: Candidate will describe appropriate professional behavior for interacting with students, parents, administrators, teachers, and other school personnel and provide examples of inappropriate behavior.

*Missouri Teacher Standard(s): 8.3*

1. **Legal Responsibilities and Constraints**: Candidate will describe the major legal responsibilities and constraints of a teacher.

*Missouri Teacher Standard(s): 8.3*

1. **Teacher Confidentiality**: Candidate will describe appropriate measures for protecting student privacy as well as examples of actions that would be inappropriate.

*Missouri Teacher Standard(s): 8.3*

1. **Valuing Diversity**: Candidate will explain the importance of honoring diversity in the classroom and define basic terminology related to the concept (e.g. diversity, equity, gender, microaggression).

*Missouri Teacher Standard(s): 1.5; 2.4; 6.2*

1. **Culturally Responsive Teaching**: Candidate will describe ways in which a teacher might employ culturally responsive techniques and explain why each might provide support to students.

*Missouri Teacher Standard(s): 2.4; 2.5; 2.6, 3.2; 3.3*

1. **Student Engagement**: Candidate will identify several methods for engaging students and explain why each is likely to be effective.

*Missouri Teacher Standard(s): 2.2; 2.5; 2.6; 4.1; 4.2; 4.3*

1. **Overview of Classroom Management**: Candidate will describe basic techniques of classroom management and explain how, and in what circumstances, each might be appropriately employed.

*Missouri Teacher Standard(s): 5.1; 5.2; 5.3*

1. **Diffusing Conflict**. Given various scenarios involving classroom conflict, the candidate will provide appropriate teacher responses designed to diffuse the conflict.

***Missouri Teacher Standard(s): 5.1; 6.1***

1. **Effective Questioning and Assessment**. Candidate will identify multiple methods for formally and informally assessing student learning, including questioning, and describe how and when each might be effectively used in the classroom.

*Missouri Teacher Standard(s): 6.1; 7.1*

1. **Lesson Plans**. Candidate will describe the various parts of a lesson plan and explain how they fit together within the context of a class.

*Missouri Teacher Standard(s): 2.3; 2.4; 3.2; 3.3*

1. **Overview of Common Disabilities**. Candidate will describe common disabilities and explain how each might influence a student’s needs

*Missouri Teacher Standard(s): 2.1; 2.5; 6.2*

1. **Working with Students with Disabilities**. Candidate will describe multiple strategies for working with students with disabilities and explain when each might be appropriately employed.

*Missouri Teacher Standard(s): 2.4; 2.5; 3.2; 6.1; 6.2*

1. **At-Risk Characteristics**: Candidate will describe common “at-risk” characteristics and explain the effect those may have on the student’s success.

*Missouri Teacher Standard(s): 1.5; 2.1; 2.5; 2.6; 6.2*

1. **Working with Youth with At-Risk Characteristics**: Candidate will describe appropriate strategies for supporting students with characteristics likely to negatively affect success in school.

*Missouri Teacher Standard(s): 1.5; 2.4; 3.2*

1. **Program Evaluation**
   1. **Describe the process by which the program will collect feedback from training completers regarding their satisfaction with the training after having served as a substitute teacher. Quantitative data summarizing the results must be submitted annually for program to qualify for recertification.**

Click or tap here to enter text.

* 1. **Describe the process by which the program will collect feedback from teachers and/or administrators in partner districts regarding their satisfaction with substitute teachers who have completed the training. Quantitative data summarizing the results must be submitted annually for program to qualify for recertification.**

Click or tap here to enter text.

1. **Delivery and Format**
2. **Document the state-required 20 hours of training in the table below. Time spent on instruction, activities, and assessment may be included. Designate time that will be assigned to each topic using fractions of hours (e.g. 1.5, 2.0, etc.).**

|  |  |
| --- | --- |
| ***Course Topic*** | ***Total Hours*** |
| 1. ***Professionalism*** | Click or tap here to enter text. |
| 1. ***Legal Responsibilities and Constraints*** | Click or tap here to enter text. |
| 1. ***Teacher Confidentiality*** | Click or tap here to enter text. |
| 1. ***Valuing Diversity*** | Click or tap here to enter text. |
| 1. ***Culturally Responsive Teaching*** | Click or tap here to enter text. |
| 1. ***Student Engagement*** | Click or tap here to enter text. |
| 1. ***Overview of Classroom Management*** | Click or tap here to enter text. |
| 1. ***Diffusing Conflict*** | Click or tap here to enter text. |
| 1. ***Effective Questioning and Assessment*** | Click or tap here to enter text. |
| 1. ***Lesson Plans*** | Click or tap here to enter text. |
| 1. ***Overview of Common Disabilities*** | Click or tap here to enter text. |
| 1. ***Working with Students with Disabilities*** | Click or tap here to enter text. |
| 1. ***At-Risk Characteristics*** | Click or tap here to enter text. |
| 1. ***Working with Youth with At-Risk Characteristics*** | Click or tap here to enter text. |
| ***Total*** |  |

***The following prompts are only for programs being offered exclusively online AND not by an Educator Preparation Program (EPP).***

1. **Describe how the training will be offered online or in some other digital format.**

Click or tap here to enter text.

1. **Describe the access participants will have to technical support.**

Click or tap here to enter text.

1. **Institutional Guarantees**

As the submitting administrator (e.g. dean, chair, program director), I accept these additional institutional obligations:

* To ensure that all training participants who are submitted as “completers” have passed an assessment of each required objective with a score of 70% or above;
* To provide completers with official, individual documentation of successful completion that includes the name of the participant, the name of the institution, an indication of the training completed, and a completion date. Applicants for substitute teacher certification will submit this document to the Certification Section at DESE. **If the training is embedded in a class, an official transcript indicating that the participant has earned a C or above in the course will suffice.**
* To provide the DESE Office of Educator Quality (OEQ) a list of participants who have completed the training at regular intervals. The template available on this site must be used to submit these data.
* To annually provide OEQ with the following data:
  + The number of participants who enrolled in the training in the previous year and the number of participants who successfully completed the training
  + Quantitative data on participant satisfaction
  + Quantitative data on employer satisfaction

Submitting Administrator Name: Click or tap here to enter text.

Submitting Administrator Title: Click or tap here to enter text.

Date: Click or tap to enter a date.