

## Welcome, **NEW SUBSTITUTE TEACHERS**, to the SubSkills Training Course for the San Felipe Del Rio Consolidated Independent School District

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Thank you for substitute teaching in this district and for your willingness to complete this course.

The training takes between 6-8 hours to complete, and is followed by the SubAssessment. The course covers:

- Classroom Management
- Teaching Strategies
- Being Prepared and Professional
- Special Education
- Appropriate Use of Fill-in Activities

### To register:

1. Go to [www.STEDI.org/subs](http://www.STEDI.org/subs)
2. In the section just below the blue box that says Substitute Teachers, you will need to enter **Access code NEWSAN0112**.
3. Then press the "Redeem this Access Code" button.
4. Once you enter the Access Code, it will take you to the STEDI.org shopping cart.
5. You will see that you have two options (A or B). Option A is to take the training online. If you prefer reading a hard copy of the materials, Option B is the training using the handbook, but you will still have to take the assessment online once you study the handbook. The cost of either option is **\$39.95**.
6. The shopping cart will show what you have selected.
7. Click on button that says "Checkout" and the next page will ask if you already have an account at STEDI.org, or if you need to create one.
8. Please do not create more than one account.
9. First, select TEXAS as your state. When you are asked to select a district, click on "SAN FELIPE-DEL RIO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT."

If you have selected the SubSkills ONLINE Training Package, you will be able to begin your training immediately. If you selected the SubSkills HANDBOOK Training Package, you can begin online with the SubOrientation section while you wait for the Substitute Teacher Handbook to arrive – 3-10 business days depending on the shipping you selected.

There is no assessment associated with the SubOrientation section but you are expected to review the video and read the material. You will be accountable for knowing the information.

### IMPORTANT NOTES:

Once you complete studying each chapter, take the section of the SubAssessment related to the chapter you have just studied. You may select chapters in any order you wish.

Once you click on **SubAssessment** you will see five sections.

1. Click on the section that correlates with the chapter you have just studied.
2. This is the only timed portion of the course.

3. After answering the questions (10-18 multiple choice, depending on the chapter) you will see a page showing you the questions you answered incorrectly with the answers you selected that were NOT the BEST answer.
4. Use them as a study guide before taking the assessment again.
5. You are given four (4) attempts in each of the five skill areas to reach your best score (the computer always keeps your highest score).
6. The composite score is not the same as an average – a mathematical formula gives more weight to classroom management than any other section so that section is the longest (18 questions) and usually the most difficult.
7. The district requires an 85% composite score.

The **SubDiploma** with your name on it is available for you to see and print at any time.

Once you begin the course you have access for one year and may come and go as often as you like. Only the pages of the handbook that indicate they can be downloaded are available to print off. Other parts of the handbook are embedded with video and audio clips to help you understand and apply the principles.

### REMEMBER!!

When you register for your free account at STEDI.org, you'll receive free access to the following:

1. Weekly tips on classroom management, professionalism, and fill in activities through the SubSuggestions Newsletter
2. STEDI-Profiles, where substitute teachers can create their own profile for permanent teachers.
3. The Bus Stop blog, dialogue with other substitute teachers through the ideas presented.

Thanks for being willing to improve your skills to help your students succeed in the classroom. By implementing the proven strategies presented in this training, you'll play a vital role in their education.

District Human Resources Contact:  
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**Please upload your SubDiploma to your Applitrack application. Your application will not be considered complete without the Diploma.**