



April 2019



A WORD FROM DR. PATTON

It is hard to believe that we only have two months left in the 2018-2019 school year! We have much to look forward to as we continue through a busy time of the year. With testing underway and our seniors preparing for their big day, it is important to not lose sight of our goals and to remember that as we continue the year, our #CCPSFamily looks forward to continued #CCPSSuccess!



WHO'S WHO? MEET DARLYN

Hi! My name is Darlyn Scott. I help to support the Guest Teacher program along with Melissa Arrazola. I have been with Collier County Public Schools since September 2017, and work with Recruitment and Guest Teachers. I am here to support all your needs, so let me know what I can do to help. You can reach me via email at scott6@collierschools.com.

UPCOMING EVENTS

APRIL

April 23

Non-Instructional Recruitment Fair

JUNE

June 5

Recruitment Fair

June 20

Recruitment Fair

IMPORTANT NOTE

STAYING HEALTHY WHILE GUEST TEACHING (part 2)

**Tips for teachers for staying healthy
in the classroom.**

- Even though doors are shut, if you have windows in your classroom, open one for a little fresh air.
- Feeling sick? Stay home!

Please check your inbox for the 2019-2020 "Intent Letter" and "Requirement Letter." Please return all three (3) pages by June 30, 2019 via email, postal mail, or hand delivery to CCPS Human Resources.

KEEP IN MIND . . .

STAY OFF YOUR CELL PHONE If students see you on your cell phone in the classroom, they will feel that it is acceptable to use theirs when class is in session. Check your phone during lunch, related arts, or before/after school.

BE CAREFUL WHAT YOU POST Always think about what you are going to post on social media BEFORE you post. Never post anything harmful about the School District, your school (s), or other teachers/staff members on any social media platforms. It is a good idea to keep your account privacy settings locked and not to follow or friend any past or present students.

HANDLING STUDENT PROPERTY Cell phones and other mobile devices have been a distraction in the classroom. When you see a student using a device, you may feel tempted to take it until class is finished. To protect yourself from liability, call the front office for assistance in handling the situation if the student refuses to put the device away.

BE PATIENT AND KEEP YOUR COOL Rome wasn't built in a day. Kids are going to be kids, and if they see you lose your cool, they know they have won.

- Take your vitamins.
- Take extra vitamin C or drink some extra orange juice if you are going into an elementary classroom.
- Cough into your elbow or sleeve, and always wash your hands afterward.
- Dress according to the weather. You might be going outside or your classroom can be ice cold or hotter than a summer day.
- Wipe down tables, desks, keyboards, and door knobs, as well as the dry erase markers and light switches either between classes or during lunch. Do not forget the teacher's desk and phone as well.
- Bring your own writing utensils. The less you share with the students, the better chance you will have to stay healthy.
- When leaving the bathroom, use your paper towel to open the door handle. Germs thrive on door handles.
- If a student is complaining of feeling ill or just does not look well, send them to the nurse, then sanitize the area.

GUEST TEACHER AND ASSISTANT APPRECIATION WEEK

April 29th - May 3rd
Thank you for everything you do!

PRACTICAL TIPS FOR BEING AN AWESOME GUEST TEACHER AND ASSISTANT

ACCEPT POSITIONS AS OFTEN AS POSSIBLE

Try to accept as many positions as you can when subbing. Most likely, you will get asked back to the school(s) you sub for the most. View each job as a networking opportunity. Get to know the office staff and other teachers. Having these relationships will increase the likelihood a school will request you specifically the next time they need a Guest Teacher or Assistant.

DON'T BE AFRAID TO BE PICKY

There are some schools that may be just too far to drive, or you may not prefer certain schools or certain positions at a school. You can say no. It will not be taken personally.

DRESS PROFESSIONALLY

Dress the part! The way you dress can affect how you are perceived by both faculty and students. When it comes to first impressions, 55% are based on appearance. Always dress like you are going for an interview. Below are a few outfit ideas. Remember, dress appropriately for the position you are accepting. Do not wear your nicest blouse or shirt if you are teaching an elementary art class.

Women

- Suits, dresses, pant suits, dress slacks, skirts, and blouses
- Dress shorts/skorts (providing the length is at or below fingertips when arms are at sides)
- Sleeveless blouses and dresses
- Sweaters, shawls, and wraps
- Dress-length top with knit pants/leggings

Men

- Long, casual dress slacks
 - Button-down or polo shirts
 - Ties
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MAKE A GOOD IMPRESSION

Start off well by arriving early. If you are new to the school, introduce yourself to the front office staff and administrative team. If you need assistance in finding your classroom, ask for help. Some schools have maps to help guide you. Also, take the time to locate and cover your class roster and lesson plans. Always be friendly to the staff. A smile and a wave can go a long way.

FOLLOW THE LESSON PLANS AS CLOSELY AS POSSIBLE

The teacher is counting on you to complete the lesson plan so when they return, they can pick up right where you left off. Circumstances do arise, but try not to deviate from the plan. Also, bring some extra activities in case you finish early.

FAMILIARIZE YOURSELF WITH THE EMERGENCY PROTOCOLS

Before class starts, find out what you would need to do in case of a fire or other emergency. If the teacher did not leave any protocols, check with teachers near you or the schools administration.

MAINTAIN CLASSROOM CONTROL

When the teacher is away, the kids will play. It is your job to set an authoritative tone early. It is always good to call students by their name, establishing a connection which make the students more cooperative.

DON'T BE A WALLFLOWER

Students are better behaved when they know there is a chance they will be observed soon. Walking around the classroom to monitor students' progress is the simplest solution. Doing this will make off-task students feel more motivated to get back to work and students who were reluctant to ask questions will be more forthcoming.

LEAVE A DETAILED NOTE

At the end of the day, leave a detailed note for the teacher. Let them know what you were able to cover in the lesson plan, if there were any behavioral issues, and what positive things happened. Your note should let them feel as if there were in the classroom the whole day.

TIDY UP THE ROOM

Before you leave, clean up the classroom. Straighten up the chairs and desks, turn off the computers, and wipe off anything not needed on the white board. Make the room look better than you found it. The teacher will really appreciate it.

SAY GOOD-BYE AND SAY THANKS

At the end of the day, say good-bye to fellow teachers and office staff when you leave. People remember the individuals who are social and friendly more than the ones that just leave.

2018-2019 GUEST TEACHER REQUIREMENTS

MUST BE COMPLETED BY JUNE 30, 2019

For the 2018-2019 school year, all Guest Teachers and Assistants must complete the requirements listed below.

- Complete three (3) courses in SafeSchools
 - Bloodborne Pathogens*
 - Hazardous Communications*
 - De-Escalation Strategies

*This course must be completed by all District employees every year. Please visit SafeSchools to complete the training requirements for the 2018-2019 school year. **Login to SafeSchools.**

- Must work at least five (5) full days as a Guest Teacher or Non-Instructional Substitute during each school year to maintain employment as a Guest Teacher or Guest Assistant for the following year.

QUESTIONS?

Contact the Guest Teacher Program at 239-377-0366 or 239-377-0365

[CCPS Website](#)

[HR Website](#)

[Guest Teacher Website](#)