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# Table of Contents

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<b>Introduction</b> .....	4
<b>Chapter 1 The Art of the Substitute</b>	
The Decision to Substitute.....	5
Rules to Sub By.....	6
Substitute Teacher’s Survival Kit.....	7
If There Are No Lesson Plans .....	8–10
The Middle School Schedule.....	11
The Middle School Student.....	12
Teaching: the Day .....	13
At the End of the Day .....	14
Letter to the Teacher.....	15
Classroom Situation Communication.....	16
Lesson Plan Form #1.....	17
Lesson Plan Form #2.....	18
<b>Chapter 2 The Job of the Substitute</b>	
Substitute Specifics.....	19
Resume Tips.....	20
Sample Resume .....	21
<b>Reproducibles</b>	
Language Arts/Reading .....	22–29
Math.....	30–36
Science .....	–44
Social Studies.....	45–50
Music.....	51
Foreign Languages .....	52
Physical Education.....	53
Art .....	54
Writing Prompts.....	55
<b>Chapter 3 Standards</b> .....	56–59
<b>Answer Key</b> .....	60–64

# Introduction

A substitute teacher has a challenging and rewarding position. A substitute or guest teacher in a middle school environment has a unique position, as well. It is not enough just to survive, but to thrive in the classroom as a substitute teacher. Sometimes, the best teaching advice is to have common sense and intuition. Going with your gut and being genuine will be valuable assets, and being well versed in what to expect will make your substitute experience meaningful and worthwhile. This book is an essential tool to make sure that you are well equipped and prepared to face the challenges and rewards presented while substituting in a middle school classroom. Geared to the individual who has made substitute teaching a career, the one who is in pursuit of a permanent teaching position, and those who will enter a classroom as a substitute for the first time, this guide will take you beyond the survival mode and into the realm of proficiency.

The *Substitute Teacher Survival Guide* is easy to use and will become an important guide for the middle school environment. The first two chapters contain information about obtaining and sustaining a substitute position from the beginning of the school day until the last bell. There are hints for developing resumes and a list of pertinent materials to help you make it through the day, along with several forms to leave for the teacher: There is a sample schedule and a list of do's and don'ts that will help you through your substituting experience. Chapter 2 contains reproducible worksheets divided by subject matter and appropriate for grades six through eight. These will be invaluable if no lesson plans were left. An answer key is provided for easy grading. There is also a short chapter summarizing national standards for language arts, math, science, and social

studies. This will help you plan lessons or be familiar with the outcomes for each grade level as you implement lessons provided by the classroom teacher.

Today, many organizations support the role of the substitute teacher. Some organizations have collaborated with teacher unions for medical and employee benefits and higher wages. The National Substitute Teachers Alliance is an organization that will provide you with support and information to make your substitute teaching even more rewarding. There is membership and benefit information available at <http://www.nstasubs.org>. Most states also have a Professional Substitute Teachers Association that will offer additional support and opportunities.

There is a great need for compassionate, well-organized, and proficient individuals to substitute teach at all levels, and it is especially true at the middle school level. Few professions can create a positive influence in the life of a middle school student as much as a teacher or mentor. Do not underestimate the important role that a successful substitute teacher can have on that same middle school student. Enjoy!



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# Sample Resume

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irquinn@communicate

## OBJECTIVE

To obtain a position as a permanent or long-term substitute teacher in a middle school setting

Qualified and interested in coaching Quiz Bowl and Science Olympiad

## EDUCATION

Central Michigan University

Teacher Education Program, August 2001 to Present

Working toward a Bachelor of Science Degree in Secondary Education

Major: English          Minors: Chemistry and Math

Expected graduation and certification date: May 2006

## TEACHING EXPERIENCE

Tier One Experience: Math Exploration Magnet School, Michael, Michigan

Substitute Teaching Experience: Math Exploration Middle School, Michael, Michigan

Saint Pilar's Elementary/Middle School, Tana, Michigan; Math and Science

Secondary Charter Academy, Cooper, Michigan; Grand Rapids Public Schools,

Grand Rapids, Michigan. Substitute Teacher Certification

Student-Teaching Experience: Pending January 2006

## RELATED EXPERIENCE

Volunteer Opportunity: Saturday School/Tutoring, Grand Rapids Public Schools

Volunteer Opportunity: ESL Math Works Program Tutor, Math Exploration School

## HONORS, AWARDS, MEMBERSHIPS, CERTIFICATIONS

Sigma Tau Delta Student Member; NCTE Student Member; NCTM Student Member; NSES Student Member; National Substitute Teachers Alliance; Southern Poverty Law Center Member; Certified Science Olympiad Coach; Certified Quiz Bowl Coach

## REFERENCES

Available Upon Request

# Answer Key

## Crossword Idioms .....27-28



## Heat: Flames and Other Analogies.....29

- |             |             |              |
|-------------|-------------|--------------|
| 2. disgrace | 5. couch    | 8. broom     |
| 3. pear     | 6. engine   | 9. skydiver  |
| 4. heavens  | 7. building | 10. December |

## Percents, Decimals, and Fractions.....30

- blue: 141100, 0.14, 14%, 14  
 purple: 81100, 0.08, 8%, 8  
 red: 121100, 0.12, 12%, 12  
 yellow: 261100, 0.26, 26%, 26  
 green: 181100, 0.18, 18%, 18  
 orange: 221100, 0.22, 22%, 22

## Mean, Median, Mode, and Range.....31

- |  |  |
|--|--|
| 1. mean: 44.2<br>median: 45<br>mode: 45<br>range: 50 | 2. mean: 48<br>median: 40<br>mode: 35<br>range: 55   |
| 3. mean: 63.1<br>median: 60<br>mode: 85<br>range: 80 | 4. mean: 62.7<br>median: 60<br>mode: 60<br>range: 56 |
5. Store 3 has the largest range of prices according to the statistics. Their prices overall tend to be higher than those of other stores.
6. Store 1 has the lowest average price.

## What's My Place? .....32

- |      |      |      |       |
|------|------|------|-------|
| 1. 7 | 4. 1 | 7. 4 | 10. d |
| 2. 9 | 5. 5 | 8. 5 | 11. c |
| 3. 3 | 6. 5 | 9. b | 12. a |
13. Possible answers include: 240.1323, 240.1423, 240.1523, 240.1623, 240.1723, 240.1823, 240.1923, 241.1323, 241.1423, 241.1523, 241.1623, 241.1723, 241.1823, 241.1923
14. 0.54123

## Let's Go Bowling.....33

Family Bowling Center																					
	Name	1	2	3	4	5	6	7	8	9	10	Total									
1	Theddy	5	4	7	1	3	/	5	0	X	8	1	4	/	X	6	2	3	5		
		9	17	32	37	56	65	85	103	111	119	119									
2	Ernie	3	/	6	1	9	/	8	1	7	/	X	X	9	0	8	/	X	8	1	
		6	23	41	50	70	99	118	127	147	166	166									

Theddy won.

## Animal Antics .....34

Rain. dear! (reindeer)

## Golfing.....35

Hole Par	1	2	3	4	5	6	7	8	9	Out	Over/Under	
Rick	6	7	6	4	4	4	4	5	5	4	5	+9
Ernie	5	5	5	6	3	8	5	3	3	43	+7	
Whitney	4	4	3	5	5	5	3	4	4	37	+1	
Tyrell	3	4	6	3	5	6	5	3	3	38	+2	

Whitney won.

## Holiday Shopping.....36

12/1	\$100.00	12/12	\$40.64
12/4	\$116.00	12/13	\$90.64
12/5	\$31.68	12/14	\$63.75
12/7	\$25.22	12/14	\$58.98
12/8	\$8.33	12/15	\$60.75
12/8	\$23.33	12/16	\$80.75
12/8	\$43.33	12/17	\$130.75
12/9	\$93.33	12/19	\$100.75
12/10	\$73.46	12/19	\$76.87
12/10	\$16.64		

## Testing Minerals.....37

- |            |              |
|------------|--------------|
| 1. quartz  | 4. kaolinite |
| 2. calcite | 5. feldspar  |
| 3. mica    | 6. gypsum    |