

## Chapter 72: The Substitute Teacher

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### Goals of the project:

The Ministry of Education in Saudi Arabia had a wages system in the past, but it was just for long teacher's vacations. It is called a substitute teacher. This project is talking about introducing a new idea as a suggested solution for re-employing the system of wages in another way in Saudi education. What can we do when a teacher will be absent whether he requests long or short leave? The goal of this project is to research a new way of handling teacher absences so that other teachers do not have to work for extra classes.

### Background and rationale:

In KSA all teachers have to teach 24 periods a week. It can be less but not more. Every teacher gets 5 days of paid leave every year for absences such as illness or other reasons. When a teacher wants to be absent during the school day for any reason, the teacher asks the school principal. The school agent/secretary then assigns the class to other coworkers. The co-worker may not even teach the same subject as the teacher asking for an absence. A class in which the teacher is absent we call it " classes waiting " and is often wasted time. The co-worker comes into the classroom during their planning period. In the next period, another co-worker may be assigned to come into the same classroom during their planning period. This happens throughout the day.

Giving more work to the teacher makes them harried because the teacher can't focus on their main job. Teachers need to have free time to prepare for their own classes. Also, this often causes upset feelings between teachers. Failure to take advantage of the wasted time means the teacher feels pressures at the end of the year, which forces him to speed up some lessons and leave some of them.

In another hand women have special days like maternity leave. It is 90 days or more. Where can we find another teacher to replace her? Now we have a system of moving teachers from school to school when teachers will be gone for a long period of time but it doesn't work well.

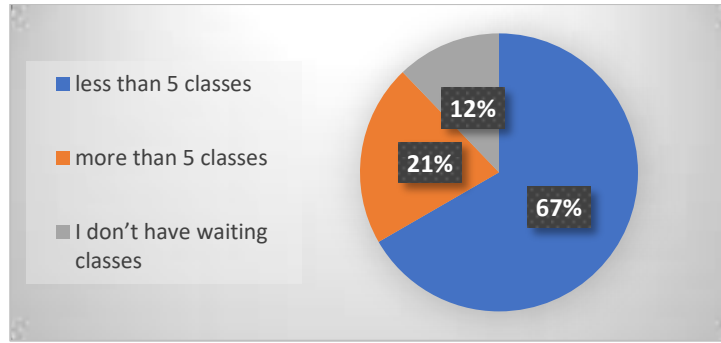
Another problem with this way of handling absences is that the children's time is wasted. When they know that their teacher is absent, they will be angry about doing nothing and happy because they will just stay in their class and play. In this case, we make the place a fertile environment for bullying and assaulting each other, and the consequences are unbearable.

In addition, this way of handling absences also causes most parents to be unhappy because some kids have a full school day without studying.

In order to get more information about how teachers in KSA feel about waiting classes, I conducted a survey of KSA teachers. About 156 teachers completed the survey among 150 teachers, 5 secretaries, 1 librarian. 15 of them have less than 5 years of experience, 106 between 5- 15 years and 35 teachers have more than 15 years of experience. Below are the survey questions and a summary of responses for each question. I have also attached an Appendix for each question which shows the actual graphing results:

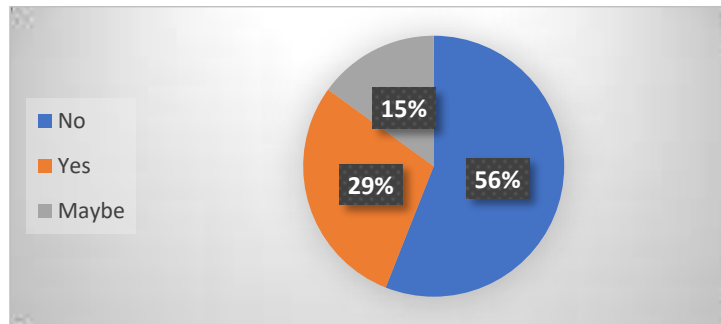
### How many waiting class do you have per week?

67 % less than 5 classes, 21% more than 5 classes and 12% answered they don't have waiting classes.



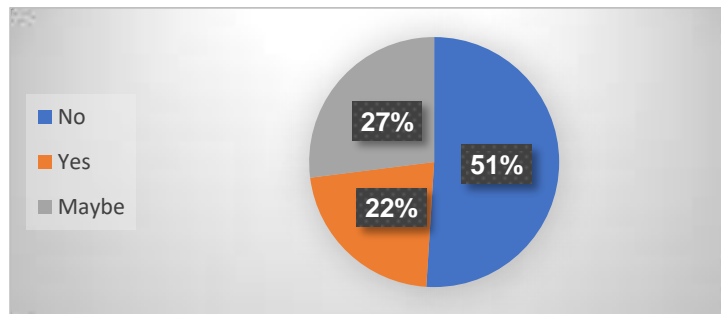
**Do you accept to insert the waiting classes in your normal schedule?**

No 56%, yes 29% and 15% said maybe.



**Is there justice in distributing the classes between teachers?**

No 51%, yes 22 % and 27% said maybe.



I also asked the teachers to write comments about waiting classes. Here are some of their thoughts:

- I hope to replace the waiting classes with more useful programs.
- I don't like to change my schedule every week.
- I hope that the waiting classes will be assigned to teachers outside the school by contracting system.
- It should be taken more seriously, unfortunately our waiting classes are often a lost time, cannot be taken advantage of. The purpose of the teacher being in the classroom is to monitor them only, not more.
- The waiting classes should not be wasted because it is the most possible time directed by the student's behavior, if you leave it often negatively, especially in adolescence, on the contrary, if it was used sincerely.
- Fatigue is the enemy of creativity! I was out of class, tired, and have a lot of tasks. Then I was surprised by the waiting classes! Is it not my right to have office hours?
- I had a fixed waiting class in our school twice a week and I used to benefit from it in correcting books or doing exercises only because the students do not want to take lessons in these classes and they feel grumbling if forced.

When I started the immersion in 4J school I noticed when teachers were absent there was another teacher that came to the class, which is called the substitute teacher. Also, I noticed my cooperating teacher was preparing some hard sheets, also called lesson plans, to tell his substitute teacher what to do with students in the rest of the

school day, because he wanted to leave the school for an appointment. I thought this would be really good idea to start in Saudi Arabia schools. That is why I choose to study this topic.

### Project Approach:

I will be using observation of one of my cooperating teachers setting up a plan for his substitute teacher. I will also interview one of the substitute teachers. I will also find some websites that talk about this topic.

#### Timeline:

Action	Date
Finish Draft Version of Title, Objective(s), Rationale, And Project Approach/Timeline	March 31, 2020
Finish Collecting my Information.	April 15, 2020
FINISH Draft Version of RESULTS, DISCUSSION AND NEXT STEPS OF YOUR PAPER	April 30, 2020
Finish Final Version of Paper	May 15, 2020
Complete Final Presentation Product	Presentation
Presentation to Herat Group mid-June 2020	Mid-June, 2020

My final product in addition to the paper will be an electronic presentation. I will give my idea in a clear summary, starting with **our** problem then the solution. Also, I will browse some statistics about how our teachers really needs this idea. <https://forms.gle/A8ksaK59U1U44ncP8>

#### What is substitute teacher?

According to the website <https://www.teacher.org/career/substitute-teacher/> which gives a description for a substitute teacher, "The substitute teacher serves in the place of a teacher who is unable to perform his or her duties due to **an** absence". Any teaching position within a school can be called upon to have the substitute teacher.

The substitute teacher can work for a day, a week, or a whole year. The short-term substitute's aim is to continue the full-time teacher's lessons. Being a sub means that, if necessary, you will carry on with all the teacher's tasks. This may include lunch or recess duties, bus duties, assignment and marking papers, maintaining discipline, and keeping order within the classroom while **teaching** the assignment given. Substitute teachers must be prepared at notice to teach every lesson.

A substitute teacher usually has at minimum a certificate of a bachelor degree and must be qualified by the state agency to teach.

It is a good opportunity for many types of people who are looking for a temporary job. Schools always need qualified teachers, as long as they have a bachelor's degree, no criminal record and like working with children. Then he or she will be appointed.

The substitute teacher should be careful because, as some may say, being a substitute is not just walking around a classroom and showing a video. In case no lessons have been left behind, a good alternative teacher should arrive prepared, is versatile and is authoritative (**Teacher.org**). Substitute teachers are in a special role where they are only permitted to see a student for many hours but must stay in charge of the class as if it were a regular task. This group recommends that a substitute must have a sense of humor, and be able to handle a classroom full of kids without being intimidated. A substitute should be a flexible and not become upset because the students are always be harder on them than a normal teacher. A successful substitute always leaves a note to the returning teacher about what tasks have been completed and a few optimistic words about the day, with his contact information if he wants.

However, if a full-time job or long-term substitute position is available, this might be good. Substitute teaching may also provide a stable income stream when pursuing a full-time employment. When you have several qualifications, substitute teaching will allow you to determine which level or subject you enjoy the most. But it is still a successful career choice for retired teachers in the future.

#### Tips for Substitute Teachers

Like what's written on the Teacher.org a substitute is supposed to perform all of the usual teacher's daily tasks. This means you will find out early on which tasks are needed and meet any assigned duty. It generally means simply keeping clear order as full-time teachers are mindful that you are not familiar with the process. As we know all teachers should always be flexible enough to work in a new school and confident enough to

seek feedback or advice. The easiest way to get rehired as a sub however is to leave the room in order, marking assignments and a piece of paper with your name and phone number.

" Districts must affirm those substitute teachers are more than 'casual laborers,' that they are teaching professionals who are expected to maintain and to extend the curriculum endorsed by the district and planned by an absent teacher." \*<sup>1</sup>

### **Substitute teaching in Eugene 4J schools:**

In the state of Oregon, the substitute teacher must be licensed by the same Continuing Professional Development (CPD) provisions as any contractually working teacher with the same authorization.

The state presents 85% of the average daily salary of a beginning teacher who holds a bachelor's degree is setting a minimum daily wage for substitutes annually. That is, it is approximately \$170 a day. Other states have different qualifications, you can visit the National Education Association website for more information <http://www.nea.org/home/14813.htm> .

In Eugene 4J schools in Oregon, they have the website [enp.aesonline.com](http://enp.aesonline.com) for process of getting a substitute teacher. Most of them are retired teachers who want to find a job by wages. If you are a teacher that will be absent from school, the process for getting a substitute teacher involves these steps:

- Visit the website
- Choose the day, date and the absence reason.
- Choose one of the substitute teachers
- Write a note for him or her about what to do with students.
- Send and wait for a request, it will not take a long time.

For an explanation for these steps, please see the following video

<https://www.youtube.com/watch?v=wz8POdUGwFI>



### **Benefits of Substitute Teachers:**

- Students don't miss their periods.
- The substitute teacher completes the lesson to the fullest.
- No more work pressure on teachers already in the building.
- Retired teachers benefit from this work.

### **Interview with a Substitute Teacher:**

Mr. Nathan Sundres, 7th year substituting, has a BS in Psychology and a Master's in teaching. Most of his work is with elementary school aged children. He substitutes in 4 different districts in the area, and a small private school. Here were my questions and his answers:

#### **- What should the substitute teacher do in the class?**

Teach your students. Make sure students can do their work well. Follow the teaching plans of the teacher. Be in line with your goals. Give the students a lot of guidance. This depends on your grade and how familiar you are with the classroom and the school as well!

I'm the teacher when I'm in the classroom. This is my work. Students generally know this, even if they often give me the comment "Our teacher did that or let me do that" and I clarify to them that I am their teacher, at least that day.

#### **- Do you prefer this job to others, for example, a regular classroom teacher?**

He said he was never a "normal" teacher in the classroom. He works pretty much every da. However, he prefers actually to teach more days than the temporary teachers do, simply because he teaches in another district if one district has no school. He taught approximately 190 different school days last school year, for example this was ten days longer than in the district with most school days.

#### **- Your advice for all teachers that work as substitutes:**

Have the rules and standards that you will tell the students in a routine. Provide a simple indication to get "attention." Make sure you arrive as soon as possible to plan and read the lessons that the teacher left, along with the teaching materials. Write notes for the main teachers, so they know certain specifics of the day when they come back.

### **Conclusion:**

After doing this project, I think substitute teaching is a great idea, it will solve one of the most important problem that the school systems face. It means there will be no more wasting time and no more concern about finishing the curriculum well.

There was old system similar like that, but it was just for long holidays for the teachers. I suggest to reuse the same system again for all kinds of holidays, with some developments like using applications or websites. It should also be implemented with a strict policy to prevent any manipulation or misbehavior.

KSA has a lot of retired teachers and we want to benefit from their experience. In addition, it has a huge number of graduated students who still looking for a job and they are so excited to work by wages until they are appointed in any school.

### **Next steps:**

I will rewrite this research in Arabic language and present it to the Ministry of Education as an initiative to improving the teacher environment.

The Ministry of Education annually holds an international teacher forum and host about 700 Saudi teachers to present their ideas and share with other teachers. I would like to participate by summarizing these papers elements that make up the idea in poster and present it. The other details will be determined once I return to KSA. Based upon one of the Ministry of Education's missions, it strives to increase the quality of education outcomes. We know that the teacher's stimulating environment calls for this. I hope that this project will be implemented next year. The kingdom has a lot of ambitious people. One difficulty in implementing the new substitute teacher program will be obstacles to funding because the Kingdom stops funding to the Ministry to spend more money to deal with the pandemic of COVID-19.

### **References**

- 1- \*Substitute Teaching: A Clearer View and Definition

Author(s): Stanley H. Collins

- 2- <http://www.nea.org/home/14813.htm>

- 3- <https://www.teacher.org/career/substitute-teacher/>

- 4- Arabic websites:

<https://worldscholarshipforum.com/ar/كيف-تصبح-معلمة-بديلة/#how-much-can-a-substitute-teacher-earn>

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