

# STEPS FOR SUCCESS: You are Important!

Fall 2004 MCPS Substitute Teacher Conference

Mark your calendar now!

**October 15, 2004**

8:00 a.m. - 3:00 p.m.

**Northwest High School – Germantown**  
**Springbrook High School – Silver Spring**  
**Walter Johnson High School – Bethesda**

Registration  
Deadline  
**October 1, 2004**

## Conference Registration

To register, go to <http://www.mcps.k12.md.us/ims>

1. Click on Connect to IMS. Log in using your FirstClass user ID (usually the first 7 letters of your last name and the first initial of your first name) as your user name and password. If you are unable to login or you were hired after 8/6/04, you may get your user ID by calling the Help Desk at 301-517-5800. If you are prompted to change your password, follow the directions on the screen.
2. Click on the link for the Staff Development Tracker found at the bottom of the screen.
3. Click on the link for the Office of Organizational Development.
4. Click on the link for Substitute Teacher Conference.
5. Click on the appropriate location section.
6. Click on the Register button.
7. Click on the Add button.
8. Click on the Print Preview button. Print a copy of your registration and bring it with you to the conference.

*If you need assistance, you may request registration guidance before or after school from the Staff Development Teacher or Media Specialist in that school.*

## Conference Itinerary:

8:00 a.m. Sign-In

Coffee/snacks will **NOT** be provided

8:30 a.m. Opening Remarks

9:15 a.m. Session One\*

10:45 a.m. Session Two\*

12:00 p.m. Lunch On Your Own

1:15 p.m. Session Three\*

2:40 a.m. Closing Remarks

*\*On the day of training, participants will receive choice session descriptors and will then individually select the sessions they would like to attend.*

## Session choices will include:

1. Classroom Management
2. Planning
3. Effective Use of the Substitute System & Logistics
4. Curriculum Implementation
5. Working With Second Language Learners & Special Education Students
6. No Child Left Behind Legislation
7. Communicating High Expectations to All Students
8. *The MCPS Policies, Strategic Plan and YOU!\**
9. *Forum: Experienced Substitute Teachers Discuss Best Practices\**

*\*new sessions*

Substitute teachers will receive full short term pay (\$102.64). In order to receive compensation, an employee enrolled by April 1, 2004, must have worked **at least 15 days (105 hours)** the previous year. An employee enrolled after April 1, 2004, will receive compensation regardless of number of hours worked. **Substitute teachers must attend the conference for the entire day to receive compensation.**



For questions concerning **registration**, call the Help Desk • 301-517-5800

For questions concerning **pay eligibility**, call Human Resources • Linda Walker 301-279-3280

or MCEA • Sarah Johnson 301-294-6232

For questions concerning **session content**, call Office of Organizational Development • Caren Lederer 301-601-4600