

3 Classroom/Time Management Strategies

You Are in Control

Enter the classroom with confidence. Sometimes things do not go as planned; don't get nervous or panic. You can quickly transition to the next activity or offer an alternative solution to the problem. As a substitute, or teacher filling in for someone else, it is best to have a generic activity already prepared and ready to present to the class.

Avoid Confrontations

Keep your cool! Don't get other students involved, raise your voice, or lose your temper. Take a step back and count to ten. Then you are ready to proceed. Pull the student aside to deal with the situation. Make a plan for the student to change the behavior and return to the class. If the situation does not resolve itself or escalates, call the office for reinforcement.

Keep it Short

Strategically present the lesson in small amounts so students don't feel overwhelmed. Be clear when you present instructions. Don't give too many options or else that will confuse the class. Set clear expectations. Follow the Pomodoro technique: 20 minutes on then 5 minutes off. Your students will feel like it is a manageable task and they will have time to rest their brains! Plan a quick stretch or some kind of movement for the students.

2 Instructional Strategies

Clear Instructions - Begin lessons by giving clear instructions. Check with students to assure understanding. Some suggested steps are listed below:

- Ensure that everyone is paying attention.
- Remove distractions from the environment.
- State desired quality of work.
- Describe expectations, activities, and procedures.
- Ask students to paraphrase directions.
- Start with a motivating activity.
- Build lesson upon prior student knowledge.

Maintain Student Attention - It is essential to maintain student attention throughout the lessons of the day. Below are some suggestions for maintaining attention:

- Ask a question before calling on a student; wait at least five seconds for a response.
- Use random selection in calling upon students.
- Vary how you call on students.
- Be animated! Show enthusiasm, interest, and energy.
- Reinforce student efforts with praise.
- Demonstrate and model the types of responses or tasks you want students to perform.
- Provide guided practice for students; monitor responses and deliver immediate feedback.

1 Assessment Strategies

Open-ended Questions - Avoid yes/no questions when asking students to respond. Instead, ask open-ended questions to help students grasp ideas and respond by talking or writing. This strategy allows students to share their thoughts and opinions. Ask students to summarize what they learned during the lesson. If this is too broad, have them write three specific things they learned. If students are struggling to write ideas, have them turn to their neighbor and discuss what they learned and then add more to their own response.

Benefits of Open-ended Questions...

- allow a potentially unlimited number of possible responses
- allow complex topics to be explored in richer detail
- promote higher-order thinking skills
- provide opportunities for new learning
- allow students to explain, justify and elaborate on their answer



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