
WELCOME TO JORDAN SCHOOL DISTRICT

thank you for being a substitute

Welcome to Jordan School District. Substitutes are an essential part of the Jordan School District community. We want to ensure that you have all the tools and information you may need to be successful during every substitute job you accept.

What to Expect

Each school will have their own way of welcoming you to their school for the day.

Upon your arrival (*at least 15 minutes before the substitute job begins*) you check in with the front office. Typically there will be a sign in sheet, a substitute badge, classroom keys and a packet that outlines the bell schedule and daily routines, school map, emergency procedures and any other important information.

Once you enter the classroom you should be able to locate the lesson plans, seating charts, and classroom rules, duties and procedures.

When in doubt, ask questions. Rely on the substitute lesson plans, and the team of teachers that work with the classroom you are covering and the school administration team.

At a secondary level you may be asked to cover another class during any scheduled preparation period.

At the end of the day, please use the 15 minutes expected after students depart, to make notes to the teacher and leave the room organized and tidy. Prior to leaving, make sure to sign out, turn in your badge and any other materials at the main office.

Tips for Success

To create an environment well suited for learning please review and implement the following tips for success:

- **Be Professional in Dress and Behavior** - Punctuality and appropriate dress for the position you are filling (business/business casual) is expected.
- **Smile and Introduce Yourself** -Consider writing your name on the board.
- **Follow the Lesson Plan** -Do not be a distraction or allow the students to have a 'free-day', it is essential to keep students on track. Follow the lesson plan as exact as possible.
- **Stay Focused** -Avoid personal stories, tangents, or unapproved materials and activities.
- **Manage the Classroom** -Model and follow the school/classroom expectations for student behavior.
- **Be Present** -Your cell phone, laptop, reading materials, etc. should be put away during class time.
- **Be Positive and Respectful** -Demonstrate professional behavior by not engaging in yelling, teasing, culturally insensitive language, sarcasm or other belittling communication. **Follow the JSD code of conduct.**
- **Leave Notes** -Detailed notes about progress, positives, areas for concern and other comments are strongly encouraged.
- **Maintain appropriate boundaries**- While positive verbal praise is acceptable, do not engage in inappropriate contact with students (i.e. touching, hugging, picture taking, etc.) Do not engage in inappropriate contact or communication through written, verbal, or electronic means (i.e. social media platforms, email, etc.)

Essential Procedures

Successful substitute teaching requires that you know and understand the policies, procedures, and expectations of Jordan School District. You have taken trainings that outline the code of conduct, educated you on child abuse and the associated responsibilities, as well as substitute essentials for classroom management and effective teaching. Be sure to follow the guidance from these trainings.

Here are a few other essential reminders:

- **Know and Follow District Policies**- the online District Policy Manual can be found at: policy.jordandistrict.org
- **Do Not Release Students**- ONLY the office may release a student from school.
- **Adhere to Confidentiality Expectations**- District policy and federal law prohibits the disclosure of information about students including, but not limited to, health information, grades, learning deficits, disabilities, sexual orientation , etc.
- **Foster a Safe Learning Environment**- You are responsible to provide a safe environment, including your responsibility to report any suspected child abuse. Report any safety concerns to the local administrator immediately.
- **Be Prepared to Follow the School's Safety Procedures**- including emergency and evacuation plans. Please direct questions about safety procedures to the local administrator.

Special Substitute Assignments

Specialized Subjects- In most cases, classes such as dance, band and choir are student led. In these cases, a substitute's role is to ensure that the substitute lesson plan is followed, provide supervision, and support.

Foreign Language Classes- Substitutes in a foreign language class do NOT need to know the language. Fluency is NOT required. If you have fluency in a language, please notify the Substitute Office so that it can be listed as one of your skills.

Special Education- Special Education schools and classes typically have multiple instructional assistants, and in some cases multiple teachers. Substitutes will provide support in these classrooms.

Adjusted/Extended Schedules- Some schools have unique schedules; please pay special attention to start and end times of the substitute jobs you accept. Your daily rate for substituting will be adjusted to reflect the extended hours.

*There is no substitute for a great substitute.
We are grateful for your service to
our students and teachers.*