

THE SUBSTITUTE GUIDE

POLICY, GUIDELINES & PROCEDURES

SEPTEMBER 2015

5 SKILLS OF BEHAVIOR MANAGEMENT

- **Get and Keep Students on Task**
- **Maintain a High Rate of Positive Interactions**
- **Teach Expectations**
- **Respond Non-Coercively to Consequential Behavior**
- **Avoid Becoming Trapped**

OTHER TIPS FOR SUCCESS

- **Dress professionally (no jeans)**
- **When in doubt - ASK**
- **Be positive**
- **Expect the unexpected**
- **NEVER use sarcasm or tease students**
- **Be careful telling jokes and stories**
- **Be culturally sensitive**
- **Self-Disclosure - BE CAREFUL**
- **Set HIGH expectations for yourself**

Your Vital Role in Education

Substitute teaching is a challenging yet rewarding job. Teachers have high expectations of others who come into their classroom and put a lot of trust in you as their substitute teacher. Always remember that you are a valued and important part of the educational system. Never diminish

your role as a substitute teacher. Teachers appreciate having a person come into their classroom who is caring and capable. By being flexible, prepared, poised, and professional, you will greatly reduce the stress on the teacher, students, and yourself.



Expectations of a Substitute

Successful substitute teaching requires that you know and understand the policies, procedures, and expectations of Jordan School District. Individuals who substitute are at all different stages of life. Wherever you are in your career it is vital that you know and understand what is expected of you. It is expected that you will adhere to (but not limited to) the following:

1. **Know and follow District Policies.** A full list of District policies can be found at <http://policymanual.jordandistrict.org/>
2. **Be aware that you have a legal responsibility in the classroom and school.**
 - **Supervise Students** - As the substitute you have physical control of a classroom and a duty to keep students safe and orderly. Always maintain a professional standard when it comes to the supervision and safety of students.
 - **Due Care and Caution** - A teacher is required to exercise due care and caution for the safety of the students. Follow all school safety policies and procedures. Be aware of bullying and never allow it to occur.
 - **Release of Students** - Only the office may release a student from school.
 - **Confidentiality** - It is unprofessional and a violation of District policy to disclose confidential information about students including (but not limited to): health information, grades, learning issues, disabilities, sexual orientation, etc.
 - **Safety** - You are responsible to provide a safe environment. This includes your duty to report any suspected child abuse. If such things are reasonably suspected you must report it immediately to the principal.
3. **Personal information is not to be shared with students.** Never discuss your personal life, including the status of your marriage or relationship, your religious preference, sexual preference, or political beliefs, etc. Keep your relationship and communication with students strictly professional by avoiding such entrapments.
4. **Know and follow the schools safety procedures including emergency and evacuation procedures.**
5. **Implement the lesson plan as designed by the teacher.**

Following these expectations will help you find greater success and joy in your assignment as a substitute. Thank you for choosing Jordan School District!

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