



# SUBSTITUTE GUIDELINES

## WELCOME TO OUR SCHOOL

Thank you for accepting a substitute teacher position in our school today. We want to ensure that you have all the tools and information you need to be successful today! Teachers transform lives every day. Thank you for the difference you will make today!

## JUST A FEW REMINDERS

We hope you find this helpful.

- **SMILE** – Have fun with the students.
- **INTRODUCE YOURSELF** – Write your name on the board.
- **BE HELPFUL** – Try to answer questions for students.
- **BE PATIENT** – Having a substitute is hard too.
- **BE RESPECTFUL** – There is no place for yelling, raising your voice, speaking negatively, or being sarcastic. Be fair and consistent.
- **BE MINDFUL** – Touching, grabbing, or other contact with students is not appropriate. No photos or social media sharing should ever occur.
- **BE THERE** – Be on time to class, greet students, etc.
- **BE PRESENT** – Stay engaged and supervise students. Cell phones, laptops, reading materials, etc. should be put away during class time.
- **STAY ON TASK** – Discussions and/or editorial comments involving personal matters, religion, sex, race, culture, politics or other items outside the lesson plan are not appropriate.
- **FOLLOW THE LESSON** – Great trust is placed in you to keep our students on pace. Follow the lesson plan left by the teacher. Any variation from the written lesson plan should be explained to the teacher in your notes.
- **MANAGE THE CLASSROOM** – Keep the classroom orderly and on task. Model and follow the school/classroom expectations for student behavior.
- **LEAVE NOTES** – Please leave detailed notes for the classroom teacher regarding what you were able to accomplish with the lesson, positive things, areas needing to be addressed, concerns you may have had, and other comments. Detailed notes are appreciated.
- **KNOW THE PROCEDURES** – At the end of the day after you have written your notes to the teacher, always leave the room organized and tidy. Please make sure you sign out and return the substitute badge.

## TIPS FOR SUCCESS

- Dress and Act Professionally
- Be Positive
- No Sarcasm or teasing
- High self-expectations
- When in doubt – ASK
- Expect the unexpected
- Be culturally sensitive
- Personal info is personal

## VITAL RESOURCES

Main Office Extension \_\_\_\_\_

Attendance Office Ext. \_\_\_\_\_

- Classroom Keys
- School Map
- Bell & Other Daily Schedules
- Emergency Procedures

**Lesson plans, seating charts, duties and procedures may be found in the classroom.**

Unless you are a Long-Term Substitute, you are expected to cover another class during a conference period when asked.

