

SUBSTITUTE TEACHER GUIDE
Checklist

At Home

- ___ Keep a notebook and pencil by the phone you will be using to answer early morning calls.
- ___ Assemble a substitute packet and keep it well stocked and ready.
- ___ Leave early enough to arrive at the school at least 20 minutes prior to the school start time.

Prior to Entering the Classroom

- ___ Report to the office.
- ___ Ask the office about special procedures such as fire drills and lock downs.
- ___ Find the location of the restrooms and the teacher's lounge. You will need to know where the gym, music, and art room are if you are in an elementary building.
- ___ Ask the names of the teachers on both sides of your classroom, if possible. And introduce yourself to them.

In the Classroom

- ___ Enter the classroom with confidence and your substitute packet.
- ___ Put your name on the board.
- ___ Review the expectations or rules if any are posted.
- ___ Locate the school evacuation map. It should be posted by the door.
- ___ Read through the lesson plans left by the teacher.
- ___ Locate the books, papers, and materials that will be needed throughout the day.
- ___ Study the seating chart.
- ___ When the bell rings, go to the outside door and let the children in, at the elementary level. At the Jr. High and High School levels, monitor hallways.
- ___ Great the students at the door and get them involved in a learning activity immediately. Get to know some of the students before class starts.
- ___ Introduce yourself briefly.
- ___ Take attendance and send it to the office.
- ___ Get students working right away and keep them busy.
- ___ Believe that all students can succeed. You must respect each student that you are teaching.
- ___ Act as the one in control. Students can tell if you do not feel confident.
- ___ Don't get too friendly too quickly. Some students quickly take advantage of any perceived weaknesses.
- ___ Carry out the lesson plans and assigned duties to the best of your ability.

- ___ Improvise using the materials in your substitute packet to fill any extra time, enhance activities, or supplement sketchy lesson plans; as needed.
- ___ Ask questions of other teachers and of responsible students. Don't hesitate to ask for help when it is needed.
- ___ Stay on top of the discipline from the very beginning.
- ___ Be fair and carry out the rewards and consequences you establish. Be sure to have some referrals at your disposal so that if you need to complete one in the middle of class it isn't really disruptive. Pull them out and show the students and tell them you will not hesitate to use them.
- ___ Be positive and respectful in your interactions with students and school personnel. Avoid confrontations as much as possible.

At the End of the Class Day or Period

- ___ Challenge students to recall projects and topics they studied that day.
- ___ Remind students of homework.
- ___ Have students straighten and clean the area around their desks.
- ___ Correct all papers the students did during the day, unless otherwise instructed.
- ___ Be sure the students leave the room in an orderly fashion.
- ___ Write a note to the teacher about the lessons you accomplished, the names of students who were helpful, the names of students who may have been challenging, and notes about how they day went. Neatly organize the papers that were turned in by the students.
- ___ Close windows, turn off lights and equipment, and make sure the room is in good order before you shut the door.
- ___ Return to the school office to report that you are finished with your assignment.
- ___ Reflect on ways you can improve as a substitute teacher.

Long-Term Substituting

- ___ Contact the class teacher. Get to know the teacher's teaching methods and their students. Ask if there is anything special that you need to know or that you should be doing during class.
- ___ Visit the school prior to the start date.
- ___ Explore the school and the classroom.
- ___ After the first day, contact the parents, via email, and introduce yourself. Feel free to continuously communicate with the parents during your term. Provide updates on what is going on in the classroom, homework assignments, and upcoming events.
- ___ Stay on top of things by checking in with the office daily. Check the teacher's mailbox and ask neighboring teachers if there are any important notices that you need to know about.
- ___ Learn the emergency procedures.
- ___ Be flexible and creative.