

WHAT TEACHERS CAN DO FOR SUBSTITUTE TEACHERS IN THE CLASSROOM

- 1) Prepare your class early in the school year for a substitute teachers by clearly setting expectations. Remind students the day before you are absent of expectations for the day.
- 2) Leave one plan/schedule out for the day (not lesson plans found in 3 different places).
- 3) Leave regular lesson plans and engaging activities for your substitute to teach, rather than videos and busy work.
- 4) Keep an accurate seating chart.
- 5) Make a list of reliable students the substitute teacher can call on for help. A better suggestion is to choose a "student ambassador" for your substitutes to call on.
- 6) List students that have medical and/or physical needs.
- 7) Have a schedule for students that leave the room for special classes.
- 8) List students that have behavior problems and options for dealing with them.
- 9) Display a class list, class rules and list of consequences in the room.
- 10) List the name(s) of neighboring teachers that can be called on for assistance. Your substitute will appreciate having a "buddy" teacher.
- 11) Near the phone, post numbers for the office, clinic, and "buddy" teacher.
- 12) Let substitutes know about teaching assistants and/or parent volunteers who work in the room and leave specific instructions for these individuals.
- 13) Make sure the school map is current with restrooms and teacher's lounge highlighted.
- 14) Be specific when listing times for lunch, P.E., etc. One or two minutes can make a difference. Include how much time should be allowed for travel to cafeteria, etc.
- 15) Write down dismissal time, including time it takes students to get ready to leave.

BE FRIENDLY TO ALL SUBSTITUTE TEACHERS BY INTRODUCING YOURSELF AND OFFERING ASSISTANCE DURING THE DAY

