

## **Substitute Teacher In-Service**

### **“What every substitute teacher needs to know”**

Please review the “Employment Reminders for Substitute Teachers”, sign a copy of the document, and return to the district office.

- 1) Make sure to review the procedures for using the AESOP Substitute Assignment Program.
- 2) All subs must have a current license on file, as well as attend the in-service, complete the Blood Borne Pathogens & Child Abuse & Neglect videos prior to accepting any sub jobs.
- 3) Substitutes are expected to report to the school office no later than 7:35 a.m. (including Wednesday) for all schools when reporting for a morning or full-day assignment. Afternoon-only assignments will have specific start times.
- 4) The work day for full-day assignments ends at 3:35 p.m. Subs may leave earlier if all their work is done, students have safely left the campus, and the office authorizes the sub’s departure.
- 5) Report to the school office when first arriving at school for the day. The office will provide you with a folder of general school information that will include:
  - Emergency Procedures chart
  - School rules
  - School schedule
  - School map
  - School phone numbers
  - Daily Substitute Teacher Report form (for teachers)
- 6) You will also receive identification and either a key or security information. Special daily events or schedules and emailed/faxed lesson plans may also be provided. Repeat this procedure for each school if you are assigned to more than one school during the day.
- 7) Locate the red Substitute Folder in the classroom upon entering. Although the location may vary from school to school or classroom to classroom (talk with the school office about specifics), each teacher will have a red Substitute Folder with detailed information about his/her classroom. Included will be the teacher’s daily schedule, classroom rules, seating charts/lists, information regarding special needs students, and a list of reliable students. An emergency lesson plan will also be included in case a daily lesson plan is not available. If you cannot locate the red Substitute Folder, be sure to indicate that on the Daily Substitute Report form that you will submit to the office upon check-out.

- 8) Follow the lesson plan. This is not optional. If there is no lesson plan, be sure to indicate that on the Daily Substitute Report form that you will submit to the office upon check-out.
- 9) Follow the classroom rules. Students need consistency. You are being hired to follow the regular classroom teacher's rules and procedures. When you are the regular classroom teacher, then you get to make the rules—but not as a substitute teacher.
- 10) In general, substitute teachers for elementary teachers are not responsible for the regular teacher's duty assignment (e.g., lunch room supervision). In general, substitute teachers for middle/high school teachers are responsible for the regular teacher's duty assignment. This is included as part of the work day.
- 11) During preparation periods and times when an elementary teacher would have a duty, you should report to the office to be assigned a task if the teacher has not left something for you to do (such as correcting worksheets or tests, changing bulletin boards, photocopying papers, etc.). Non-class time is not free time; it is paid hourly time during which you are working for the school district. Lunch is unpaid free time for your own activities. Subs may leave the building or engage in personal activities during preparation periods when authorized by an administrator or the school office.
- 12) If there is an emergency drill (e.g., fire drill, tornado, lockdown) be sure to follow the procedures that are posted and in your Emergency Procedures chart.
- 13) If technology is required during a lesson, contact the office if there is a problem. Do not mess with the equipment yourself.
- 14) Be sure to take accurate attendance and leave that information for the teacher.
- 15) Include on the Substitute Teacher Daily Report form information about any students or issues that were challenging or wonderful so the regular teacher can follow up.
- 16) If you have a question, ask the office to contact the teacher for clarification.
- 17) When leaving the school for the day, submit a completed Substitute Teacher Daily Report form to the school office along with your office folder, identification, any keys, and any other materials given to you.
- 18) Each school principal welcomes suggestions that you may have about improving processes for substitute teachers or general observations about the school from your vantage point. Please be sure to include those suggestions with your check-out material.