



Tips and Reminders for Substitute Teachers

The following tips and reminders will help you have an enjoyable and successful experience as a substitute teacher.

BEFORE ASSIGNMENT

BEFORE YOU ARRIVE

- In the event you are unable to report to your scheduled assignment, you must call ESS and the school.
- Always dress professionally, wearing clean and neat attire.
- Review the school's emergency evacuation and classroom lockdown procedures.
- Arrive at your assigned school early enough to report to the main office in order to receive the information necessary for the day and to prepare for your assignment.

WHEN YOU ARRIVE

- Upon arrival, all substitutes must wear identification badges and bring copies of their credentials.
- Introduce yourself to the school's secretary, principal (if available), and teachers in nearby classrooms to your assignment.
- Review and adhere to the regular teacher's lesson plan and activities prepared for you. Check with the main office or ask another grade-level teacher or supervisor for assistance if there are no lesson plans or activities prepared.

DURING ASSIGNMENT

DIRECTION

- Welcome students as they enter the classroom in a professional, caring manner. Treat them with respect.
- Immediately print your name and title (Mr., Mrs., Ms.) on the board.
- Speak clearly and project your voice so all students can hear and understand you.
- Be confident when giving directions to students and during instruction.

ACTIONS

- Take attendance in every class.
- Clearly set expectations and procedures at the beginning of each class.
- Circulate through the classroom to maintain control and assist students.
- Supervise students at all times.
- In the event of an emergency that requires you to leave the classroom, notify the main office and wait for another teacher to supervise your class.
- Students should never be left unattended.

BEHAVIOR

- Maintain classroom control at all times. Remain professional and keep emotional control. Never use inappropriate language, even during frustrating and stressful situations.
- Never confront or threaten a student in front of other students. Isolate the student and address the issue individually.
- Never call students an inappropriate name or tell them to “shut up.” Remain professional at all times.
- Telling inappropriate stories, gossip, or jokes; socializing with students during and/or after school hours; sharing personal information; or using inappropriate language in the school and classroom is strictly prohibited.
- Follow the district’s and school’s policies on the acceptable use of cell phones, school computers, and Internet/Intranet. Do not use your cell phone in the classroom or use the school computers for personal business.
- There should be no touching of students by substitute teachers, however, there may be unique situations when dealing with younger students i.e., grades Pre-K to 2nd, when substitute teachers may provide “limited physical assistance.”

AFTER ASSIGNMENT

- Leave a brief note for the regular teacher or complete the school’s substitute checklist if available.
- Leave the classroom in the same or better condition than you found it.
- Return all teaching materials that were provided to you. Return the classroom keys to the main office.
- Sign out at the main office or designated location and adhere to the established sign-out procedures.