SubstituTe teacher checklist

# General Tips

* Always dress neatly, professionally, and comfortably.
* Get to know the secretary in every school where you would like to sub, make sure you’re on the sub list and that you update your contact information whenever it changes.
* Keep a file on each school you sub for. Include administrator’s names, a map of the school, a list of faculty, and a copy of the school’s policies and procedures. Keep notes about individual teachers and classes. For each teacher you sub for, have notes of their class rules, normal routines, and whether the teacher leaves a sub folder and how detailed the lesson plans usually are.
* Introduce yourself to other teachers, but try to stay out of the school politics and/or gossip.

# Be Prepared for the Day

* Arrive earlier than requested; especially if it’s the first time you’ve been in that particular teacher’s class.
* Find a map of the school and a list of faculty for your records. Locate emergency exits and alarms. Familiarize yourself with the physical set up of the classroom and find where supplies are kept.
* Look over the day’s lesson plans and locate all materials needed. If you have questions, ask other grade-level teachers.
* Preview the attendance sheets for any student names that are difficult to pronounce and find out how to pronounce them.
* Don’t shut yourself up in the classroom. Go to the teacher’s room and introduce yourself!

# Throughout the Day

* If a seating chart is not available, make one as you take attendance.
* Learn the names of as many students as possible.
* Follow the plans that the teacher left for you. Do not disregard them and do your own thing. Supplement with your own activities only after the assigned work is done.
* Let only ONE student out of class at a time, if the school doesn’t have their own form of sign-out sheet, bring your own.

# Lesson Plans

There will be times when teachers do not have time to write up incredibly detailed lesson plans for the substitute teacher; or in the event that a lesson goes more quickly than anticipated and the teacher was unable to leave a folder with extra work for the students, then it’s imperative for the substitute to have a back-up plan. If all else fails, use any of the following techniques below to fill up time:

* **Sing!** For younger grade levels, teach the students a song they might not know already. You can use songs from your own school days. Songs that have motions, are very lively, and easy to learn will go over well with young students. You can even ask the students to teach you their favorite song!
* **Read!** Get a book from the classroom shelves, another teacher, the school library, or your own bag, and read a chapter or five to the class. For older students, you can have them read their own books or catch up on the reading from another class.
* **Play!** Everyone loves games. Kids get so excited and involved that they forget they’re even learning! Look for games that also teach, like Math games or whatever lesson you just finished. Older students like games just as much as younger kids do, a game like Twenty Questions can work for them.
* **Write!** Most students will have some form of writing journal. If not, it’s easy to provide each student with a sheet of paper and provide them with Writing Prompts or Journal Topics. It can also be a free writing period, allowing the students to write about whatever they want to.
* **Homework!** Let the students get started on their homework! They’ll definitely appreciate the head start, especially the older students!

# End of the Day

* Leave a full report about what you did and did not cover as far as the lesson plans are concerned. Mention student behavior, especially positive things. If any major negative episodes occur, write down what happened, what was done, and tell another teacher or aide of the incident.
* Return the room to the condition it was in when you arrived. Close and lock windows. Return any supplies or equipment that was borrowed
* Correct all the work the students do and leave it for the teacher to see. Try to keep track of who finished what and leave that information for the teacher as well.

# The SubstituTe Teacher Bag

Most substitute teachers wouldn’t think of going into a classroom without their own personal bag of supplies. Here are a few things that can help you get through the day if something goes wrong

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| * Extra Pencils, Pens, Dry Erase Markers And Chalk
* Name Tags And Hall Passes
* Seating Chart Forms
* Sub Folder Forms
* Techer Report Forms
 | * Daily Schedule Forms
* Variety Of “Personal Favorite” Lessons, Worksheets, And Materials Needed To Complete Activities.
* Educational Videos
* Band-Aids
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