

HINTS FOR SUBSTITUTE SUCCESS

Sometime you're going to miss a day of school. The ideal time to prepare for a substitute teacher to handle your class while you're gone is...now.

1. Preparing for and Anticipating Last Minute Emergencies

- Label a file folder or notebook and keep it in a prominent place for "The Substitute." If you move around the building, jot a note in your plan book about the location of the file. Set up a preparation spot that the substitute can see immediately when entering your room. Leave both your written instructions as well as any manuals and materials in this one spot. Leave your lesson plan book on top of your desk or highly visible spot
- Create an emergency sub folder or a template file on your computer to provide general explanations of classroom procedures, and add specific daily directions each time you have a substitute teacher.
- Have 2-3 emergency lesson plans in the folder so if a situation arises where you cannot plan for a substitute there is a lesson prepared the substitute can use. Update emergency lesson plans each time a substitute teacher uses them.
- At the end of each day, write tomorrow's agenda or assignments on the board and make all of your copies.
- Email your lesson plans to the front office when you have a substitute

2. What to keep in your substitute file or binder

- School Bell schedule
 - Odd schedule for special days
- Seating Charts and Classroom Rolls/Lists - with photos if possible
 - Update this when you move or add students to your class
 - Mark or note students who get special attention such as medication, therapy, allergies, other medical issues- by period if secondary
 - Leave special notes on the seating chart about students that need behavioral assistance
 - List or mark the names of students that will help them
 - If Elementary or Special Education, you should leave information on which students are involved in the various afterschool programs and who is picked up (include if it another student from the school or a parent). For students who take the bus, the bus route or drivers' names would also be important.
- Classroom rules and discipline procedures
 - Attendance Procedures
 - Describe any signals (words, gestures) you use to get the students immediate attention
 - Post or write down the most important class rules so substitutes can point to a poster or other document and say, "You know this already."
 - How to handle restroom passes
 - Procedures for Breakfast and Lunch
 - Specify a place for all completed work to be collected
 - Describe procedures for dismissing students
- Campus map
 - Mark location of closest restrooms and faculty room
- Emergency evacuation map
- Emergency drill procedures
- Emergency lesson plans
- Your contact information

A time when a teacher assistant or student workers will be coming (if any)

- Leave a paper or a worksheet for substitutes to summarize the day's work and note any incidents or students who will need your attention. Have the substitute leave their name and phone number so you can contact them if you need to ask further questions.
- Remind them where to return the key to the room

3. Leaving a detailed lesson plan

- Leave written instructions for the work you want done, even if you've talked to your substitute in person or on the phone.
 - Be direct in your instructions. Start with a list of the day's activities at a glance; a substitute may not have gotten the assignment until the very last minute.
 - Note on the board what the day's assignments will be, so the substitute and the students can see them at a glance
 - Prioritize the activities that absolutely have to be finished that day
 - Briefly narrate what you want to happen in each part of the day – generally a short paragraph for each subject.
 - List any announcements you want made about homework, tests, or general school information
 - Write down the starting and stopping times for each activity
 - You are more likely to get those results for which you specifically ask. Remember that substitute teachers are probably tired at the end of the day. Remind them of the vital last things they need to do.
- Use self-stick notes, folders or cover sheets to make and separate subjects, activities, or periods
- Make all necessary copies.
- Leave enough work, especially for advanced students who finish early. Leave meaningful assignments
- Leave answer keys or a sample of what you expect the work to look like when completed

4. Preparing your students for substitutes

- Prepare your students for the eventuality of a substitute teacher. Let them know exactly what you expect of them when you are gone. Assure young students that you will return. Let older students know that you will know about their behavior and progress during your absence.
- Tell your students you always expect appropriate behavior. Follow through on what you tell them will happen if they misbehave with the substitute. If the substitute does a poor job, fill in the substitute complaint form.
- Students should know where rules are posted
- Students should know that their job is to learn, whether or not you are there. Review this concept with students before you have a substitute
- Remind students that you'll be getting a report from the substitute teacher to let you know who behaved well and that there will be consequence for the individuals who behaved poorly.
- Avoid collective punishments. It's ineffective and unfair. The children who are causing mischief will lose their incentive to keep the rest of the class out of trouble
- Make sure students have enough engaging work to do that day. Don't just show a video. Boredom is one of the biggest causes of classroom management problems
- Make sure students know they're responsible for turning their work into the substitute. They can't use the excuse, "I did it already and I don't have to turn it into you because you're not my regular teacher."

5. Additional Items of concern

- Ask a colleague to check in on your substitute occasionally, throughout the day to see if the substitute needs anything or has any questions
- Show your substitute appreciation and support. If a substitute does a good job in your classroom, ask him or her (if permitted) to sub for you the next time. Thank them for the good job they do.
- Conversely, if you have a problem with something a substitute did or didn't do, discuss it with him or her when the opportunity arises.
- Support your substitute with the students. Look at your substitute teacher as a partner in the education process.

Sub instructions for safari montage

<http://schools.graniteschools.org/cottonwoodhigh/files/2013/08/Safari-Montage-Substitute-Teacher-Instructions>