

Daily Procedures for Substitute Teachers

As a guest teacher, you may be called to serve at different schools. In addition to checking with each school's staff regarding the daily routine, you should follow the general procedures outlined below:

- 1. REPORT TO THE MAIN OFFICE BEFORE SCHOOL BEGINS** if you are in for a full day or an AM job. Sign in on the Payroll Sheet. Check the teacher's mailbox for anything you might need for your day.
- 2. BE PREPARED FOR STUDENT ARRIVAL.**
Locate guest teacher folder
Locate lesson plans
Locate materials needed
Be sure you are familiar with worksheets, textbooks, computers, audio-visual equipment, etc. If you need help, ASK!
- 3. REQUEST ASSISTANCE IF YOU NEED IT.**
Introduce yourself to another teacher in close proximity. Ask the school administration for assistance.
- 4. REVIEW EMERGENCY PLANS – ASK FOR THESE IF YOU DON'T FIND THEM**
Fire Drill
Early Dismissal
Building Emergency (code for lock down, etc.)
- 5. CHECK TO SEE IF YOU HAVE ANY SUPERVISORY DUTIES**
Identify students who may have special needs. Do not administer any medication to students – the school nurse has this responsibility. If the teacher has not left information about students with special needs, check with the office.
- 6. BE OBSERVANT – ALCOHOL AND DRUG AWARENESS**
- 7. CHILD ABUSE**
You must report any situation where there is reasonable cause to suspect child abuse or neglect. Failure to report such cases is a misdemeanor under state law.
- 8. SUPERVISE STUDENTS AT ALL TIMES**
Students should be dismissed during instructional times only for emergencies and/or when summoned by the office.
- 9. LEAVE LESSON PLANS AND STUDENT WORK FOR THE TEACHER**
Label each set of papers and other work done by student. Leave the substitute folder (and contents) visible.
- 10. LEAVE COMMENTS FOR THE TEACHER**
Note how much of each lesson was completed. Be sure collected student work is clearly identified. Identify sets of papers or other work by subject or period. Note any problems encountered and any actions taken.
- 11. STRAIGHTEN THE ROOM BETWEEN CLASSES AND/OR END OF THE DAY**
- 12. CHECK WITH SCHOOL PERSONNEL BEFORE LEAVING TO SEE IF YOU WILL BE NEEDED THE FOLLOWING DAY**
- 13. REMAIN UNTIL THE END OF THE SCHOOL DAY** or the end of your scheduled time.
- 14. RETURN ANY KEYS AND OTHER MATERIALS TO THE OFFICE**