

THE SUCCESSFUL SUBSTITUTE TEACHER

◆ **The successful substitute teacher has a positive attitude.**

Expect the day to go well.
Set high expectations for the students.
Be enthusiastic.

◆ **The successful substitute teacher demonstrates an understanding of student needs.**

Realize that each student is unique. Identify students with special needs and address those needs.

Treat students with respect at all times.
Handle emergencies and discipline problems quickly, calmly, and with good judgment.

◆ **The successful substitute teacher is cooperative with students, with school faculty and staff, and with parents if the need arises.**

◆ **The successful substitute teacher maintains a sense of humor.**

◆ **The successful substitute teacher uses appropriate language.**

Never call students' disrespectful names.
Never use sarcastic or disrespectful phrases.
Never use profanity.
Never embarrass students in the presence of their peers.

◆ **The successful substitute teacher dresses appropriately.** Dress professionally, but appropriately for the grade level or subject – not in jeans, shorts, or mini skirts unless appropriate for a special outing, such as Field Day.

◆ **The successful substitute teacher refrains from showing dissatisfaction with the regular teacher and his/her work.**

Never discuss any dissatisfaction with other teachers or students. If necessary, consult with the principal at the end of the day.

◆ **The successful substitute teacher refrains from making negative remarks about the school, administration, teachers, or students to others in the community.**

Remember that you are a member of the professional team that implements our District's strategic plan. A major component of that plan is developing and maintaining positive home, school, and community relationships. If you have concerns, address them with the principal.

◆ **The successful substitute teacher exercises confidentiality.**

As a substitute teacher you may have access to confidential information regarding students. It is your responsibility as a professional to respect that confidentiality. It is policy of Carroll County Public Schools that confidentiality is strictly maintained.

◆ **The successful substitute teacher is dependable and punctual.** If you are called to substitute teach, be will in to accept the position. You may have preferences regarding grade level and subject area, but be willing to work. Arrive at school earlier than the appointed time. You will need time to prepare for the day. If you are not available on a given day, refuse the job.

◆ **The successful substitute teacher responsibly uses the SubFinder System.**

It is very important for substitute teachers to register with the Subfinder System. Be sure to keep your Personal PIN number on hand at all times, properly follow procedures for utilizing SubFinder, and bring the assigned job number to the job.

◆ **The successful substitute teacher maintains poise, patience, and self-control.**

Remember that you are the adult. You will gain the respect of your students if you maintain your poise, patience, and self-control. Students will always test a substitute. Failure to remember that you are the professional may cause you to become a victim to certain games students try with substitutes.

◆ **The successful substitute teacher follows the direction of the principal.**

Stay for the entire workday. Be flexible; at times, unexpected situations arise, and the principal may need your assistance with supervisory duties.

◆ **The successful substitute teacher is organized.**

Start a card file or notebook of ideas and information that have been beneficial in previous guest teacher experiences. Remember to carry it with you to each new assignment for easy reference and updating. Also, be sure to keep a log of your jobs as a substitute, and include the date, school, absent teacher, subject, and job number.

Do's and Don'ts for Substitute Teachers

Do's

- Do arrive at least 15 minutes before school starts.
- Do establish a feeling of being in charge.
- Do introduce yourself to the teacher next door-you may have a problem and need him/her before the day ends.
- If class has a two-way communication system, do feel free to call for help or information. If no system, send a student to the office for help.
- If lesson plans, roll, or other needed materials can't be found, do ask questions.
- Do try to meet the Principal or the Assistant Principal.
- Use positive reinforcement whenever possible.
- Follow the lesson plan and use the materials that have been left by the teacher.
- Set expectations for behavior at the beginning of the day and be consistent in your implementation of discipline. Avoid idle threats.
- Leave a brief note for the teacher letting him/her know how your day went and what was accomplished. Inform him/her of any problems.
- Do work until the end of the period. Students with nothing to do will misbehave, so keep them busy!

Don't

- Don't leave the children unattended for any reason. The children must be carefully supervised and monitored at all times.
- Don't discuss anything that you see or hear in the classroom, including student behavior, grades, performance in class, the teacher's methods, etc. with outside parties. This information must be kept strictly confidential. If you have concerns, please direct them to an Administrator at the school, the regular classroom teacher, or Human Resources.
- Don't share personal opinions regarding sensitive subjects. Your assignment is to conduct a lesson on a topic selected by the teacher.
- Don't read or distribute any materials to the students that have not been approved by the teacher.
- Don't 'lose your cool.' Be in control of yourself at all times.
- Don't let children get ahead of you – keep control.
- Don't be afraid to ask questions.
- Don't let one child take over.