



Thank you for being our
Professional Partners in Education
and for your commitment to Mansfield

Substitute Administrator Checklist

Campus

- Subs "R" Us Sign on Sub Entry Door
- Subs "R" Sign(s) directing Subs to Check-In/Out Area (as many as appropriate)
- Subs "R" Us and Campus Welcome Sign in sign in area
- Subs "R" Us Goody Bag or Treat (Optional)

Office

- Keys for all classrooms are on hand for Substitute Check-In
- Individual Envelopes and a portable lock box are on hand to store Substitute Keys

Campus Substitute Folders include the following

- Campus Map (Teacher Room Number Highlighted for Sub)
- Campus Bell Schedule
- EMOP Wall Chart
- Two current rosters printed within **24 hours** of assignment

A Handout with:

- Campus procedures for using the call button and/or discipline referrals
- Campus procedures for taking attendance
- Campus Substitute Support Team (Name & Contact Numbers)
- Campus Duty Stations & Responsibilities Described

Classrooms

- All classrooms have **Go Kits** packed and displayed in a standard location
- All classrooms have a **Teacher's Wall Chart** posted on the wall and **Campus Map highlighted** for classroom emergency procedures, locations and exits.

Teachers

- All Teachers have a **COMPLETED Teacher Checklist** inside their Sub Folder with the items listed on the checklist inside their folder or with location noted.
- All Teachers have a **COMPLETED Substitute Support Sheet** inside their Sub Folder
- All Teachers have Supplemental Rosters for Student Release on day of absence
i.e. Intervention, SPED Services, BBCTA, Natatorium etc
- All Teachers have at least **Five Emergency Lesson Plans/Activities** available for Substitutes
Note: These LP should be replaced/revised as used so Subs are not giving out the same work to students that has already been completed.

Administrator

Returning Substitute Feedback/Concerns has been shared with all teachers

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Teachers have been instructed to:

- ATTACH** Lesson Plans, Notes, Duty Notes and other helpful information in AESOP.
- PROVIDE Supplemental Rosters** for student release on the day of absence (Intervention, SPED Services, BBCTA, Natatorium etc.)

Verification Documentation: Checklist items have been verified for all classrooms, teachers and Substitute Office.

Campus: _____

Campus Administrator: _____