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
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: ___________________________

Email completed checklist to traceypatton@misdmail.org