

3221 F1

Professional Standards for Substitute Teachers

Please complete the following checklist with your new substitute teachers (those without 30 hours of college credit) using local required training.

Check off the items as completed, sign this form, send a copy to the Central Office and retain one copy in your School Office.

_____ Substitute has completed seven (7) hours of training or observation with one or more teachers.

_____ Substitute has completed three (3) hours of formal training with the school administrator aided by teachers.

_____ Review the job description and explain how fulfilling the responsibilities are important to the Corporation.

_____ Explain pay periods, check date, and how paycheck is received.

_____ Make sure employee's questions are adequately answered.

_____ Help the employee feel welcome and at ease with the new work environment.

_____ Inform the employee who to contact with questions about job duties and/or company policies.

_____ Explain appropriate attire.

Name of trainee

Supervisor(s)/Teacher(s)

Date(s) of Formal Training

Principal

Date
