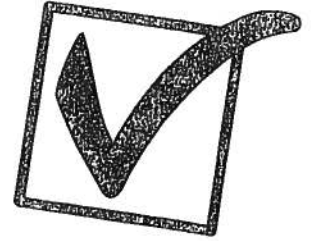


Professional Substitute Teacher Checklist



At Home

- ___ Compile a set of note cards containing pertinent information about the schools where you may be assigned.
- ___ Keep a notebook and pen by the phone you use to answer early morning phone calls.
- ___ Assemble a *SubPack*. Keep it well stocked and ready.
- ___ Organize several appropriate substitute teacher outfits in a section of your closet.
- ___ Leave early enough to arrive at school at least 20 minutes prior to the beginning of school.

Prior to Entering the Classroom

- ___ Report to the principal or the office.
- ___ Ask about student passes, playground rules, bus duty, lunch procedures, and other duties.
- ___ Ask if there are any special duties associated with the permanent teacher's assignment.
- ___ Find out how to refer a student to the office.
- ___ Review the school's discipline policy.
- ___ Ask if any children have medical problems.
- ___ Obtain necessary keys.
- ___ Ask how to report students who are tardy or absent.
- ___ Find the locations of restrooms, the teachers' lounge, and other important places in the school.
- ___ Introduce yourself to the teachers on both sides of your classroom.

In the Classroom Before School

- ___ Enter the classroom with confidence and your *SubPack*.
- ___ Put your name on the board.
- ___ Review the classroom rules.



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- ___ Locate and review the school evacuation map.
- ___ Read through the lesson plans left by the permanent teacher.
- ___ Locate books, papers, and materials that will be needed throughout the day.
- ___ Study the seating chart. If you can't find one, be prepared to make your own.
- ___ When the bell rings, stand at the doorway and greet students as they enter the classroom.

Throughout the Day

- ___ Greet students at the door and involve them in learning activities quickly.
- ___ Carry out the lesson plans and assigned duties to the best of your ability.
- ___ Improvise using the materials in your *SubPack* to fill extra time, enhance activities, or supplement sketchy lesson plans as needed.
- ___ Be fair and carry out the rewards and consequences you establish.
- ___ Be positive and respectful in your interactions with students and school personnel.

At the End of the Day

- ___ Make sure all classroom sets are accounted for.
- ___ Challenge students to recall projects and topics they have studied that day.
- ___ Remind students of homework.
- ___ Have students straighten and clean the area around their desks.
- ___ Complete a *Substitute Teacher Report* for the permanent teacher.
- ___ Neatly organize papers turned in by students.
- ___ Close windows, turn off lights and equipment, and make sure the room is in good order before you lock the door.
- ___ Turn in keys and any money collected at the office.
- ___ Thank individuals who provided assistance during the day.
- ___ Check to see if you will be needed again the next day.

Getting a Permanent Job!

Many substitute teachers are working toward the goal of getting a permanent teaching assignment and classroom of their own. If you are such a substitute, below are some suggestions that might help.

- **Be Proactive**

Meet with principals and district personnel early in the year to let them know that you are excited about working in the district and hope, at some point, to be offered a permanent teaching position. Let your intentions be known.

- **Be Available**

Districts are looking for people on whom they can depend. Once you have signed up to substitute, try to be available to teach whenever you are needed. Your willingness to fill in at the "last minute" will make a lasting, favorable impression on those making personnel decisions later in the year.

- **Be Professional**

You are a teacher in the school district. You should act, dress, and speak appropriately. Arrive early and stay late. Volunteer to help with after school activities. If your intentions to become a permanent teacher are known, you will be evaluated for this position in everything you do and say throughout the school year.

- **Avoid Criticism**

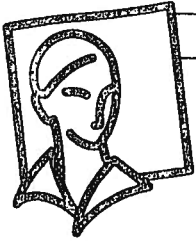
Anything negative you say about a school, principal, or teacher will eventually come back to haunt you. Stay positive and compliment those around you whenever possible. If you can't say anything nice, don't say anything at all.

- **Be Confident**

Walk tall, teach with confidence, but don't be overbearing.

- **Evaluations**

When appropriate, ask for positive evaluation forms or letters of support/recognition to be filed at the district office. Many times only negative evaluations are filled out and sent in.



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- **Learn From Experience**

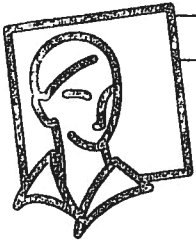
Don't assume that one bad experience or evaluation will take you out of the running. Learn from the experience and ask for advice from other teachers or principals.

- **Grow Professionally**

Attend workshops sponsored by the district. Some districts even invite substitute teachers to attend professional development workshops scheduled for permanent teachers. You may also consider subscribing to current education journals or magazines. This illustrates that you are serious about a career in education and want to stay current with what is happening in the profession. Check with media center personnel for subscription information.

- **Get To Know The District**

One of the most commonly used phrases in prospective teacher interviews is, "Are you familiar with . . ." By illustrating your knowledge of special programs, textbooks, or the mission statement of a district, you show that you are interested and up-to-date with what is going on in the district. Applicants who are familiar with district programs and practices have a better chance at getting a job.



Substitute Teacher Report

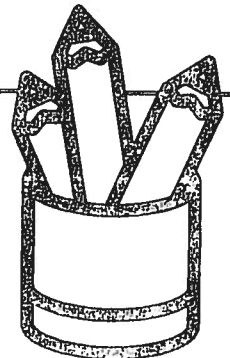
Substitute Teacher: _____ Date: _____

Phone Number: _____ Class: _____

Substituted for: _____ School: _____

Lesson	Notes about lessons (see back)	Notes about students (see back)
1		
2		
3		
4		
5		
6		
7		
8		

Messages for the permanent teacher:



Please let me know of any areas you feel I can improve to be a better substitute teacher for you.



Substitute Teacher Report

Substitute Teacher: _____ Date: _____

Phone Number: _____ Grade: _____

Substituted for: _____ School: _____

Notes regarding lesson plans:

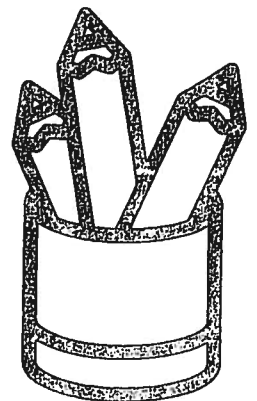
I also taught:

Notes regarding behavior:

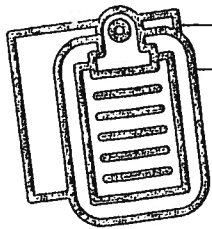
Terrific helpers:

Students who were absent:

Messages for the permanent teacher:



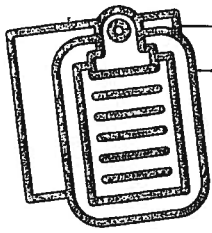
Please let me know of any areas you feel I can improve to be a better substitute teacher for you.



Other Management Suggestions

1. Know the teacher next door. Introduce yourself so you can call on someone to answer questions about schedules or material for the class throughout the day.
2. When students need to go to the restroom or the library, send only one student at a time. When the first one returns, a second one may go.
3. If there is not a seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you can call students by name.
4. If a student does not respond when you call him/her by name, you may suspect the students have changed seats. Tell them it is better if you have their correct names so the wrong student does not get in trouble when you leave your written report for the permanent teacher.
5. Do not let students start any name calling or being rude to other students. It is much easier to stop a verbal disagreement than pushing or fighting.
6. Try to be in the hall between classes. It is a good idea to stand in the doorway so you can keep one eye on the hallway traffic and one eye on students coming in the classroom. If the students see a teacher, they are less likely to behave inappropriately.
7. Have a couple of extra pens or pencils with you for students who have "forgotten" and would rather go to their lockers and walk the halls than be in class.
8. If you give a student a pen or pencil and would like it back, be sure to ask the student for his/her lunch card, or something of value that s/he will be sure to remember. Many students just forget that it isn't their pen.
9. Try to identify the names of one or two trustworthy students who will tell you the truth and help out in class.
10. Never let a class go early for lunch or the break unless the teacher for whom you are covering or the teacher next door says it is okay. Some schools have very strict rules about the number of students in the cafeteria/hallways at a time.

11. Never let a student have a pen without an ink cartridge. It might be used as a spit ball thrower.
12. Establish your rules and expectations very clearly at the beginning of the day.
13. Do not let students use a phone in the classroom. Have them use the phone in the office.
14. Do not discuss the teacher's class with other people, especially out of school. You are a professional and shouldn't discuss individual students or problems.
15. If you need to talk to someone about a problem, talk to the principal.
16. Be neat in your appearance.
17. Follow the lesson plans the teacher has left. Be prepared with your own ideas if there is extra time.
18. Correct all the students' work for the day if possible.
19. Even though a few students can upset your plans, try to find out the names of students who have been good or helpful and let the teacher know about them as well.
20. Most students will respect your leadership, but there will be some who will question your plans or authority. It is better not to argue. Instead say, *"I know this may not be the way Mr. Smith does it, but this is the plan for today."*
21. If you are not sure how the teacher wants an assignment done, ask another teacher or develop your own plan. Then be sure to leave a note for the permanent teacher explaining what you assigned.
22. Be assertive so students don't feel they can manipulate your decisions and authority. Use statements such as:
 - "I need you to start reading now."*
 - "I want everyone to pass their papers forward."*
 - "I don't need..."*
 - "I don't want..."*



23. Don't let students manipulate you by protesting or saying, "We never do that!" Calmly tell them, "I understand, but today we will read aloud instead of silently."
24. Walk around the room. Never sit at your desk, especially during independent work, or an exam. Students will be less likely to talk or cheat when you are close to them.
25. Don't let students wear hats during a test—they have been known to write answers in the brim.
26. Don't try to catch a student by grabbing an arm or clothes. The student could fall and you could twist his/her arm, or tear his/her clothes.
27. Don't let any student possess a knife or any other weapon. Report suspected violators to the principal's office or send a reliable student to the office.
28. Do not touch the blood of a bleeding child. Use a napkin, towel, or a cloth to cover the cut. Whenever possible, have the student treat the injury until the proper individuals have been notified.
29. If a teacher has classroom sets that are used by the students, make sure they are all returned before the entire class leaves. It is easier to locate one book or calculator in a classroom of 30 than trying to find it in the whole school. Hopefully, the calculators or books are numbered and have been assigned in a given order so you know who has the missing book.
30. Don't make statements lightly—*students remember!*

