

# What are my responsibilities as a substitute teacher and paraeducator?

## [Overview of Process](#)

Once applications are complete, all applications are reviewed and approved by our superintendent.

After approval, substitutes are contacted by the substitute coordinator. All substitutes are highly encouraged to introduce themselves to each building secretary.

## [What do I need to know for my first day of work?](#)

- Building contacts
- Parking
- Sign-in procedures and substitute name badge
- Emergency procedures
- Classroom rules and lesson plans
- Teacher checklist
- Be familiar with the substitute handbook (located on our website)
- Complete substitute report at the end of the day—this gives good communication to help us improve our procedures