



Richards R-V School District

3461 County Road 1710

West Plains, Mo 65775

Telephone (417) 256-5239 Fax (417) 256-3314

Substitute Teacher Expectations

- Please arrive by 7:30 and report to the front office for keys, roster and classroom assignments.
- Take attendance at the beginning of class and send with a student to the front office.
- Always be professional- Don't try to be the student's buddy, be professional even with students you know.
- Leave any necessary notes for the teacher- communication is important!
- Make sure students leave the classroom in order.
- Closely monitor the use of technology. "Free computer time" is not an acceptable practice.
- Follow plans left by the teacher. If there is confusion and/or the plans are not clear, ask a neighboring teacher for clarification and guidance.
- Do's
 - Greet students as they enter
 - Follow the teacher's instructions
 - Follow school and district policies
 - Encourage positive behaviors
 - Maintain a positive classroom environment
 - Only allow students to leave the classroom on a limited basis
 - Circulate within the classroom to monitor student engagement
- Don't:
 - Yell and scream
 - Be sarcastic or degrading
 - Get physical with students
 - Leave students unattended
 - Allow students to be off task
 - Allow students to use cell phones
 - Use your cell phone in front of the students
 - Use inappropriate language

Remember, we are educating kids each day! Come ready to help students learn!