Port Neches-Groves Independent School District

Substitute Teacher
Handbook

Revised May 2025

2025-26
PN-G Personnel

TABLE OF CONTENTS

Contents

Welcome 3
Mission Statement 3
Qualifications 4
Substitute List 4
School Hours 4
Pay Information 5
Pay Schedule and Pay Periods 5
Workday 6
Removal From Service 6
Equal Employment Opportunity 6
Disclaimer Statement 6
General Information 6
Contact Phone Numbers 6
Substitute Duties and Responsibilities 7
Discipline 9
Suggestions for Getting and Keeping Order 9
Emergency Drills 10
Student Illness or Accident 10
Professional Ethics 10
Elementary and Secondary School Practices 11
Responsibilities of the School 12
Responsibilities of the Regular Teacher 12
Technology Resources 12
Action Time – General Instructions 16
Ending the Lesson 17
After the Teaching's Done – Things to Do 18

Port Neches-Groves
Independent School District
776 Magnolia
Port Neches, Texas 77651
Phone (409) 722-4244 Fax (409) 724-7452
Dr. Mike Gonzales, Superintendent
Julie Gauthier, Deputy Superintendent

Welcome!

Welcome to the Reservation! You, as a substitute, play a vital role in our school system. When teachers have to be absent, it is reassuring to call on individuals who are capable, willing, and versatile enough to substitute in a variety of assignments.

This handbook, along with assistance from school principals and classroom teachers, will enable you to assist us in meeting the educational needs of our students.

Mission Statement

Port Neches-Groves Independent School District is committed to excellence in education. The combined efforts of the staff, students, parents, and community will provide a learning environment that ensures opportunities for all students to pursue lifelong learning and responsible, productive citizenship.

Qualifications

To be a substitute in Port Neches-Groves ISD, you must be at least 18 years of age, have a high school diploma or a GED, attend a **mandatory** substitute orientation in-service and complete all required documents. The District is required to conduct a criminal background/fingerprinting verification. It is your responsibility to make an appointment and pay for your fingerprinting. **You will not be cleared to work until this process is complete.**

Substitute List

The applicant must receive official approval from the office of the Deputy Superintendent to be placed on the substitute list. Official approval will be given when all necessary transcripts, certificates and forms have been returned to that office. Applicants will receive an email invite to Frontline. All substitute positions will be posted and accepted through Frontline. **Only those substitutes who are on the official list are eligible for substitute teaching.**

Substitute teacher applicants are processed twice a year – summer and winter – before school starts then before the second semester begins. Approved substitutes will receive an email through the on-line application system. A list of eligible substitutes will be sent to building principals.

Substitutes must supply the following documents:

- Substitute Application
- Criminal History Authorization/Fingerprint Verification
- I-9 Form
- I-9 Documents (valid driver's license and social security card)
- W-4 Form
- Reasonable Assurance Letter
- Substitute Direct Deposit Form (mandatory)
- Substitute Acceptable Use of Technology Resources
- Drug Free Schools and Workplace Requirements Form
- Public Information Access Form
- Statement of Job Not Covered by Social Security
- High School/GED Certificate OR College Transcripts showing an Associate's Degree or higher

School Hours

*The typical working day is as follows:

High School……..7:30 a.m. to 3:30 p.m.
Middle Schools……7:45 a.m. to 3:45 p.m.
Elementary Schools……..7:30 a.m. to 3:30 p.m.

***NOTE: Start and end times for substitutes based on position requirements.**

Pay Information

- Substitutes are paid on the 25th of each month based upon the payroll schedule. (Payroll schedule is found on the PNG website under Departments, Business Office, Payroll.)
- Substitutes work on an as needed basis. As a substitute, you sign a letter of assurance and are ineligible to collect unemployment benefits as a result of working sporadically. You are also ineligible to collect unemployment during regularly scheduled breaks in the school year or during the summer months.

It is the desire of the Port Neches-Groves Independent School District to have substitute teachers who hold Texas Teaching Certificates.

Non-certified substitute teachers are used when certified substitutes are unavailable. In pursuit of this aim, three classifications of substitute teachers are maintained.

Pay Schedule and Pay Periods

*Class I = College degree and Texas certified
*Class II = High school diploma AND/OR some college hours
*Class III = High school graduate only
(Must provide appropriate documentation of degree/certification.)

1. **A Class I substitute teacher is defined as degreed and certified.**
   Registered nurses are included here
   - **$ 90** per day
   - **$ 95** per day in same assignment after 10 consecutive days
   - **$150** per day in same assignment after 20 consecutive days
   - **$150** per day in same assignment if principal requests for a full semester
   - **$125** per day if principal requests for a 6 week period

2. **A Class II substitute teacher is defined as college degree only – not certified.**
   - **$ 85** per day
   - **$ 90** per day in same assignment after 10 consecutive days
   - **$130** per day in same assignment after 20 consecutive days

3. **A Class III substitute is defined as substitute aide, clerk or secretary with high school diploma and/or some college hours.**
   LVN's are included here
   - **$ 75** per day
   - **$ 80** per day in same assignment after 10 consecutive days

Workday

For payroll purposes a half-day will be defined as any portion of the period from 7:45 a.m. through 11:30 a.m. or from 11:30 a.m. through the end of the school day. A substitute will receive full pay for a major portion of a school day.

Pay periods for substitutes are on a monthly schedule as are all other personnel.

Removal From Service

The Port Neches-Groves Independent School District reserves the right to remove an individual from the approved substitute list without explanation since substitutes are on an as needs basis. If complaints are received from a school regarding issues with a substitute, we will remove your name and send you an email that you have been removed from the approved list.

Equal Employment Opportunity

Policy DAA

The Port Neches-Groves ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the basis listed above should either contact the Superintendent or Deputy Superintendent.

Disclaimer Statement

This handbook is a general guide, and the provisions of this handbook do not constitute an employment agreement or a guarantee to continued employment. The Port Neches-Groves ISD reserves the right to change or add any provision herein when deemed in the best interest of the District.

General Information

Substitutes should make any change in address or telephone number on their original application through the on-line application system. If an approved substitute wishes to be removed from the list, either temporarily or permanently, they are to call 722-4244 Ext. 1725 or email bromero@pngisd.org .

Contact Phone Numbers

Port Neches-Groves High School……(409)729-7644
1401 Merriman, Port Neches

Groves Middle School……..(409)962-0225
5201 Wilson, Groves

Port Neches Middle School……..(409)722-8115
749 Central, Port Neches

Groves Intermediate School……..(409)962-1531
5840 West Jefferson, Groves

Groves Primary School……...(409)962-6511
3901 Cleveland, Groves

Port Neches Intermediate School……..(409)722-2262
1522 Heisler, Port Neches

Port Neches Primary School……..(409)722-7641
2500 Taft, Port Arthur

Alternative Education Center……..(409)724-2309
1810 Port Neches Avenue, Port Neches

Substitute Duties and Responsibilities
Daily Routine

The substitute should report to the principal's office, sign in and receive any special instructions. Upon arriving at the assigned classroom, the substitute teacher should observe the following guidelines:

- Locate lesson plans, seating charts and any materials/equipment to be used during the day. Ask the principal or designee for help, if needed.
- Become familiar with the teacher's daily schedule; note the times elementary students are due in the cafeteria, gym, etc.
- Check the room for lighting, seating arrangements and temperature.
- Start the day with students firmly and concisely. The substitute's first words and actions usually set the tone of the class.
- Adhere to lesson plans as closely as possible in order to cover prescribed topics. It is not permissible to allow students "free time."

- Keep students on task at all times. If additional work beyond the scope of the lesson plan is assigned, it should be graded and left for the regular teacher to examine unless otherwise specified by the teacher.

- Use discretion in issuing restroom passes during the day in order to avoid chain-reaction requests from students. In any case, only one student may be released from class at a given time.

- Refer any unusual requests from parents or students to the principal. Do not permit any student to leave the campus without checking out through the principal's office.

- Consult the principal or an assigned teacher if there are any questions about the duties or activities. Fulfill the regular teacher's entire program such as hall duty, bus duty, playground duty, etc. The substitute should clear this matter with the principal. He shall make the final determination. If necessary, a long term substitute teacher should also attend faculty meetings or grade level meetings in the place of the regular teacher.

- A substitute has an obligation to the regular teacher. When the regular teacher is absent for a prolonged period of time, the substitute should establish a regular means of contact with the regular teacher in order to provide the most meaningful program of instruction possible.

- The substitute is obligated to keep information about students confidential. Be very discreet in your comments concerning the school, its staff, pupils or parents. Constructive criticism can be valuable to the schools and will be accepted in that light. No doubt there will be times when, as a substitute teacher, you will feel the duty to "report". However, the time to report is immediately; the place is at the school; and the principal should be the one to receive the report.

- Clip a written report of the day's activities to the lesson plan book at the end of the day. Leave the classroom in the same condition in which it was found; lock all doors.

- Remain on duty until released by the principal; check out in the office before leaving for the day.

Attendance Accounting: In the elementary schools, attendance is taken at 9:30 a.m. After checking the class roll, the substitute should send the absentee report to the office. The substitute should not make entries on the attendance roster or gradebook unless directed to do so by the principal. Leave a note for the teacher instead.

Discipline

1. The substitute teacher is expected to maintain a level of discipline in the classroom that is conducive to learning. A well-organized and skillfully conducted class will have fewer discipline problems. Your physical bearing and tone of voice affect the reaction of a class to you. A positive attitude will do much to win the respect of your students. The points below offer some sound and proven advice:

    a. Start your day in the manner in which you wish to continue.
    b. Know what lessons you will present and the methods you will use.
    c. Observe prescheduled routine.
    d. Avoid threats, yet be forceful.
    e. Strive for consistency and fairness.
    f. Stand when presenting a lesson.
    g. Correction should be constructive.
    h. Speak loudly enough to be heard but softly enough to command attention.
    i. Reprimands should be private whenever possible.
    j. Contact an assistant principal if you need help.

2. When individual students cause behavior problems that are disruptive and cannot be handled by the substitute, these students should be sent to the office with a referral form explaining the circumstances**. The substitute should not leave the classroom unattended**.

3. Under no circumstance should the substitute teacher administer corporal punishment to students.

4. Substitutes should not use restraint as a disciplining technique. Restraint may only be used in an emergency and within the guidelines in Board Policy FOF (Legal).

Suggestions for Getting and Keeping Order

1. Develop a plan for behavior management. A substitute teacher should have a plan and procedure for handling behavior and maintaining discipline before he/she enters the classroom. Specific techniques for discipline and behavior management are discussed in a later section of this handbook. Whatever system or strategies you decide to employ, discuss the rules and consequences with your students at the beginning of the class. It is essential that you:

    a. Have clearly defined rules
    b. Let your students know what your rules are.
    c. Explain the consequences for disobeying or breaking the rules.
    d. Follow through with implementing the consequences that you establish.

2. Avoid any use of:

    a. Sarcasm.
    b. Profanity.
    c. Physical punishment.
    d. Yelling/screaming at students.

Emergency Drills

The substitute is expected to be familiar with emergency drill procedures. It is the responsibility of the substitute teacher to confer with the principal if the procedures are not known or not understood.

In case of tornadoes, students are to stay inside the school building away from windows. Teachers are to move their students into the halls of other areas only when absolutely necessary or when directed by an administrator. Pupils in outlying buildings should get under tables or find cover according to the instructions of the teacher or administrator.

Student Illness or Accident

1. If a child becomes ill while at school or has an accident, the child should be sent to the office of the school nurse. In the case of a serious accident or injury, send for the school nurse and a school administrator immediately.

2. Under no circumstance should a substitute teacher administer medicine to a student. All medicine brought to school by students should be taken to the nurse and administered by him/her as needed.

Professional Ethics

1. Substitute teachers have a professional obligation even though they are not regular classroom teachers. Caution should be used in expressing personal opinions and reactions about any subject.
2. Substitutes will be held to the same standard as full-time personnel regarding use of social media; i.e., Facebook, Twitter, Instagram, etc. Refer to school board policy DH(Local).
3. Under no circumstances should a substitute criticize a regular teacher or a student in the presence of other teachers or students.
4. Substitute teachers should consider confidential any personal information concerning students that may be found in gradebooks, folders, papers, etc. They should also make certain that students do not gain access to such information while they are substituting.

5. The substitute must make certain that maintaining discipline in a classroom does not involve criticizing, embarrassing, or belittling any students in any manner.
6. Dress professionally - dressy casual or as deemed for the position you are filling (i.e., Shop, PE, etc. that may allow for more casual dress).
7. The substitute teacher should dignify his profession by maintaining an attitude of cooperation with associates, respecting the authority of those in administrative positions and by maintaining high standards of loyalty and service.
8. The school exists for the student. The first obligation of the teacher is therefore to the student.
9. Be prompt and businesslike in making and keeping agreements to work.
10. A substitute must avoid comparing one school with another, or comparing the children in one neighborhood with those in another neighborhood.
11. Concerns, comments and/or questions should be directed to the building principal.

Elementary and Secondary School Practices

The following practices are expected of the substitute in the schools of the Port Neches-Groves Independent School District:

1. Be punctual in every capacity (arriving to and from lunch and conference periods, checking rolls, etc.)

2. Stand at the door during every class change, observing both the hallway and classroom (secondary schools only).

3. Check the room when first entering, after each class change and before leaving. The room should be neat, clean and orderly when leaving for the day.

4. Protect and safeguard all personal items, equipment and other school property.

5. Practice good energy conservation. Turn off lights and all electrical equipment before leaving the room any time.

6. Keep an orderly classroom. Desks should be arranged away from the walls, windows and chalktrays at all times.

7. Receive and dismiss students in a formal and orderly manner.

8. Teacher grade book, lesson plan book, seating charts, textbook records, and attendance roll sheets are very valuable documents. Know where they are at all times and protect them.

9. Use good judgment, discretion and caution in issuing hall and restroom passes and passes to the office.

10. Enforce all school regulations and rules without apology.

11. Report any unusual happenings to the principal immediately.

12. Accompany students to the cafeteria and to the restrooms.

13. Become familiar with the teacher's daily schedule and routine which includes amount of time for each subject, time to arrive in the cafeteria, physical education time, restroom time and dismissal time (elementary schools).

14. Tobacco use in any form is prohibited on all school campuses.

15. Other duties may be assigned by the principal.

Responsibilities of the School and Regular Teacher to the Substitute

Responsibilities of the School

1. Schedules should be available for both the regular school activities and whatever special events or activities that might arise.
2. The school should create an atmosphere of helpfulness, understanding and respect toward the substitute teacher.

Responsibilities of the Regular Teacher

The regular teacher should make lesson plans, class rolls, seating charts and any special instructions accessible to the substitute teacher.

Technology Resources
Policy CQ

The district's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use. District email accounts will not be set up until the Computer Use Form is complete.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. The PNGISD Acceptable Use Guidelines

are available for review on the District's website at www.pngisd.org under Departments / Technology. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact Crystal Werkheiser, Director of Technology.

Personal Use of Electronic Communications

Policy DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, "wikis", Instagram, etc.).
Electronic communication also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district's students, employees will be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or district policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
    - Confidentiality of student records. [See Policy FL]
    - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
    - Confidentiality of district records, including educator evaluations. [See Policy GBA]
    - Copyright law. [See Policy CY]
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

• The employee has provided the parent with a copy of this protocol. This paragraph provides an exception for employees who have a social or family relationship with a student. 7/10/2015 Employee Conduct and Welfare 55. The employee and the student have a social relationship outside of school;

• The parent understands that the employee's communications with the student are excepted from district regulation; and

• The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic communication with students:

- *Electronic communication* includes all forms of social media, such as text

messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, "wikis", Instagram). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic communication **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
    - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
    - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
    - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.
- The employee is prohibited from knowingly communicating with students

through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.

- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
    - Copyright law [Policy EFE]
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently- enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

Public Information on Private Devices

Policy DH

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Action Time – General Instructions

A. Be in the classroom before your students begin to arrive.

1. With younger students, you may wish to greet them individually. Elementary students are to be picked up before class starts. Please check with the office staff to see where students are to be picked up.
2. Secondary students should be directed to take their seats.

B. Stand front and center. Get your students' attention with a statement such as, "Let me have your attention, please."

C. Introduce yourself. Explain:

1. Who you are.
2. Why you are there.
3. When the regular teacher is expected to return, if you know.

D. Take roll. This can be done in a variety of ways. Examples are:

1. Call the roll.
2. Use the seating chart if the teacher has left one for you.
3. Pass a sign-in sheet around the room.
4. Count heads, compare with the total number on class roll and ask the class to identify who is absent.
5. Give worksheet or pop test. Have students put their name on the top and use papers to check against class roll.

E. Explain your rules and behavior expectations to your class. Explain the reasons for your rules. Help them understand that their purpose is not punishment but to help you keep order and to make it easier for them to do their work.

F. Explain the assignment or activity you want the student to do. Make sure students know:
1. What they are to do.
2. How to do it.
3. What they are to do when they finish.

G. Call students by name. Move around the room. Maintain eye contact with the class.

Ending the Lesson

Wrapping It Up

A. Summarize the main points.
B. Give homework assignments if appropriate.
C. Have students do necessary housekeeping chores. Be specific as to what and how you want things done. Example:
1. "Put your dictionaries on the right-hand side of your desks. The last student in each row should collect the dictionaries and give them to me."

2. “Gather up all scrap paper at your worktable and drop it in the trash on your way out.”
3. “Everyone please push your chair back under your desk, then row one may leave.”

D. As students leave the room, say something pleasant to each student, if possible.

After the Teaching’s Done – Things to Do

A. Make a report of the day’s activities for the regular teacher’s use.

B. At the end of the instructional day, prepare a summary of the day for the regular teacher.

1. Names of children who were absent.
2. Activities that were implemented.
3. Specific areas that gave students difficulty.
4. Questions that were asked for which you either did not have the answer or think need further discussion by the teacher.
5. Problems that occurred which you feel the teacher should be made aware of.
6. Name and/or description of any students who were behavior problems.
7. Names of students who were particularly helpful.
8. What, if anything, you did regarding grading work.

C. Prepare the classroom for tomorrow.

1. Stack up papers or workbooks either in alphabetical order or by periods or subjects for the regular classroom teacher to look over and return to the students at a later date.
2. Tidy up the room.
3. Return class roll and teacher lesson plans to the place where you found them.
4. Put away supplies and materials.
5. Return any borrowed equipment such as a tape recorder to the media center.
6. Return keys and any other items that were obtained from the office.

Being a substitute is not an easy job, but it can be a rewarding one. Being prepared, organized and caring can make your experience as a substitute teacher a positive one for both you and the students that you teach.