Substitute Teacher Expectations and Responsibilities

Thank you for subbing in our district; we hope to make this a welcoming place for all of our employees, students and subs.

1. Be on time, especially if you are working at a site new to you. You will need to be prepared *before* the students arrive.
2. Please mindful of your appearance including attire and personal grooming appropriate for teaching high school age students.
3. Check in with the principal's secretary *before* leaving campus during a prep period; you may be asked to fill in for another assignment. The expectation is for a sub to remain until the conclusion of the instructional day; if the assignment includes a 4th period prep, check-in with the principal's secretary to see if you are needed before leaving campus. We understand there may be times when you cannot stay or work a prep period; please communicate that with the site where you are working.
4. If you are working a full day for one teacher you are expected to work that teacher's intervention period; you are not expected to work intervention if it's not a full day assignment and you are never to be assigned to work an intervention period only.
5. Follow the lesson plan left by the teacher; if there is no lesson plan contact the principal's secretary or a nearby teacher that is in the same department. If your class has a student teacher or teacher intern, they may know the lesson plan. Please do NOT bring in outside curriculum into the classroom.
6. If you have to cancel an assignment you have until 630am on the day of the assignment to do so; if you have to cancel after 630am, please contact the site where you are working and the district office at extension 1051. Substitutes are responsible for maintaining their own work schedule including viewing, accepting and declining jobs and canceling upcoming assignments they cannot fulfill. Some apps do not have the cancel function so you will need to log into Frontline to do so.
7. If you need any help or have a question contact the principal's secretary OR front desk at whatever site you are working at. If you need Technology help you can call ext. 1234 from a phone at the site where you are working.
8. Familiarize your self with the calendar and bell schedules of whatever school(s) you are taking an assignment at. Each school has multiple bell schedules. You each find each school's web page on our district website.