



EXPECTATIONS FOR D181 SUBSTITUTES

- Arrive punctually and sign in with the building secretary.
- Connect with grade-level colleagues to confirm any last-minute schedule changes or important updates.
- Review the absent teacher's notes thoroughly, paying close attention to information regarding individual students, including those with special services, medical needs, or other specific requirements.
- Treat all students with respect and maintain a safe, nurturing, and inclusive classroom environment.
- Adhere to the teacher's lesson plans and provide appropriate learning activities.
- Implement grade-appropriate classroom management techniques to ensure a productive learning atmosphere.
- Familiarize yourself with emergency and fire evacuation plans for each assigned classroom.
- Make student-focused decisions that prioritize their well-being and learning.
- Maintain a professional demeanor with students, staff, and parents, including appropriate dress, clear communication, and correct grammar usage.
- Be prepared to adjust the schedule and curriculum as needed for unplanned events or unforeseen circumstances.
- Provide a concise summary of the day's events for the absent teacher.
- Ensure the classroom is secure before your departure.