

Substitute Teacher Tips

The best and most effective substitute teachers prepare for their day in a classroom to minimize disruption and support student learning. Here are some tips for subbing, along with important information you need to know.

Arrive early: Arrive early so you have enough time to familiarize yourself with the school, the classroom, and the lesson plans. Make sure you know if any students in your class have **health concerns** and/or **special plans** or **accommodations**. If this information is not clearly listed in the lesson plans, ***ask the building principal or another staff member.***

Collaborate with school staff: It may be helpful to talk with other teachers and staff to learn about daily routines and **safety procedures**. If this information is not clearly provided in the lesson plans, ask the building principal or another staff member about the following emergency plans:

- Lockdown
- Secure Perimeter
- Evacuation
- Shelter

Additionally, you can find a helpful document on the next page for your review.

Understand Common Acronyms: Lesson plans often include acronyms. Below is a list of common ones, along with general information about each. Some of these items are protected by law, and it is essential that you follow the guidance provided in the lesson plans.

- **ELL/ESL (English Language Learner/ English as a Second Language):** Refers to students learning English as a second language.
- **IEP (Individualized Education Plan):** A legal document outlining a student's specific educational needs and accommodations due to a disability. You must follow the plan and provide the accommodations listed. This support may also be referred to as **ESS** (Exceptional Student Services) or **SPED** (Special Education).
- **504 Plan:** A plan that provides accommodations for students with disabilities. You are required to follow this plan as outlined.
- **RTI (Response to Intervention) or MTSS (Multi-Tiered Systems of Support):** A multi-tiered approach for supporting struggling students. These students may have small group instruction or additional interventions that need to be implemented.
- **SRO (School Resource Officer):** A police officer assigned to a school for safety and security.

As always, if you have any questions about your responsibilities in the classroom, don't hesitate to reach out to another teacher or the building principal.