# Things you can do to be a highly requested Super Substitute!

**Starting the day:**

- Dress professionally.
- Be on time and be courteous with students and all staff members, including the office staff
- Allow time before school to review material. Further, remember that you are expected to remain on campus for your scheduled time whether that be a full day or a half day. If you have unassigned time, ask the office if there is anything you can do to help.

**Once you begin teaching:**

- Follow the lesson plans provided by the classroom teacher as closely as possible. Lesson plans are aligned with instruction that was designed for that day's student learning goals.
- Conversations of controversial subjects not included in lesson plans or the California Content Standards can result in complaints from students and or parents to teachers and or principals.

**Classroom management:**

- Follow the classroom teacher's rules and use their incentive/consequence programs when possible.
- Use a calm tone of voice when dealing with students and be respectful of them. Remember, you are in charge, and even though there are more of them than there are of you, you are the authority.
- Remember that touching students and invading their personal space is likely to escalate situations as you have yet to form strong relations with students.
- Use professional language. Be sensitive to the age of our students realizing that terms like shut up and stupid are unacceptable in the classroom.
- Avoid the use of sarcasm. Young students do not always understand this and can be offended by it.
- Supervise students at all times. Be in control of the class at all times.
- Put your cell phone away during class time or during times when you are supervising students.
- Send students to the office only after other means of correcting behavior have failed.

**Other keys to success:**

- Keep school keys safely in your possession at all times and return those keys to the office at the end of the day.
- Remember that the teacher's personal things are just that, and leave them alone. Do not give out these personal things (candy, prizes, etc) without permission from the teacher.
- If you are asked to use technology equipment and you do not know how to use it, seek assistance.
- Leave the classroom teacher an end of the day report. Kindly explain what went well, and what did not. Help the teachers learn from your experience.
- Clean up the room thoroughly, straightening desks and generally leaving the room better than you found it
- Be prepared for anything. Have a toolbox of resources available in case you find yourself in a classroom without sub plans. Resources can be found at http://www.nvusd.k12.ca.us/HR