PERFORMANCE EXPECTATIONS

San Juan ECE Sub Training

Thank you for working with us in ECE.

The job of a substitute is VERY important!

We appreciate your time and flexibility as you get to know our program.

As a sub in ECE, you are responsible for young lives.

Depending on the role you are playing and the group of staff in the room, that might mean that you are responsible for everything...

Or for very little.



The first expectations is that you will assess the situation in the classroom and adapt immediately.

The best way to do that is to check in with the staff in class with you and gather an understanding of what they expect from you.

For instance, even if you are a Teacher or CDPT sub, the CDA in the room may be prepared to take over for the absent teacher.

This could happen for many reasons. Maybe the classroom has a special day or activity planned. Maybe the schedule or processes in the classroom are too complicated to pass on to someone who is unaware of them.

In this case, support the classroom staff in anyway you can but do not expect to lead the class.

In other cases, you may arrive in a classroom as a Teacher or CDPT and discover that it's a calm, fun day with very few plans and a group of students who are very self-sufficient.

The CDA may want you to run circle time, music and movement, and activity time.

In this case, you would need to take on the role of a Teacher with the assistance of the CDA (and NISA if they have one)

If you are a CDA or NISA sub, it is your responsibility to assist the teacher as needed.

Teachers or CDPT should explain what they need you to do or where they need you to be.

If they don’t, please ask for clarification.

In some cases, a CDA may be needed to act as a teacher because they have the educational and experience qualifications to do so.

If this were to happen, we would expect the same performance as a Teacher or CDPT sub.

Outside of classroom specifics, it’s important for you to remember that you are an employee of San Juan Unified School District and you represent the district and program in all of your interactions.

School Board Policy governs all staff interactions with employees and students.

The Governing Board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students, staff, and other members of the school community.

Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

Substitutes who do not abide by board policy will not be asked back to work in our classrooms.

Additionally, in order to stay in good standing with our program, please do the following:

- Communicate effectively with the sub desk secretary.
- Be timely when responding to emails, texts, or phone calls.
- Make sure your availability is made clear and if there are any changes, let the secretary know as soon as possible.
- If you accept an assignment, we expect you to arrive on time and be prepared to work as soon as you arrive.
- If you accept an assignment and you are unable to attend it for any unforeseen reason, communicate quickly with the sub desk because a replacement will need to be sent.
- Sign in properly and make sure your timecard is accurate and turned in on time.
- If you have any questions, concerns or comments, please communicate them to the sub desk and the classified supervisor for follow up.

Thank You!

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