



Human Resource Services

Classroom Management/Organization, Use of Technology, Comprehensive Safe School Plan, First Aid

TIPS: SUCCESSFUL SUBSTITUTING

Upon Arrival/Walk-In Activity

- Arrive early. This will provide time to review lesson plans, seating chart, attendance sheet(s), materials, classroom, etc.
- Locate the list of school telephone numbers. Learn how to contact the office in case of an emergency or necessity.
- Carry your own bag of "tricks": pencils, pens, extra paper, blank transparencies for the overhead projector, tape, paper clips, scissors, small stapler, whistle, grade-appropriate worksheets, art projects, disposable gloves, bandages, etc. (If you are teaching elementary school: storybook, puppets.)
- Greet students as they walk in the door with eye-contact and smile. A smile shows you are happy to be there and happy students are there.
- When your students walk into the classroom, they should be immediately engaged in some type of activity. If the teacher for whom you are substituting left no walk-in activity or lesson plans, please inform the Office Manager at the end of the day and include that when you fill out your comment sheet.

During Class

- Put your name on the board.
- Employ positive reinforcement.
- Learn procedures, especially for getting class attention.
- Give students work to do as soon as they sit down. This facilitates taking attendance.
- Use "please" and "thank you" when making requests to students. Remember you're a role model.
- During the class period, we ask that you move about the classroom. We have found that teachers who do this have fewer discipline issues and have a more positive experience interacting with students. At no time, during the class period should a teacher be sitting reading a newspaper or surfing the Internet.
- At no time should students be using electronic devices (other than calculators) or be wearing non-religious head coverings.

- Do not hesitate to call the office and request help if your class gets out of hand.
- Do your best: you are there to teach.

Closing/Upon Leaving

- We request that teachers leave enough work for the students to be engaged during the entire period.
- Leave teacher specific notes. Specify what was/was not accomplished in plans and page numbers covered.
- Please inform the Office Manager at the end of the day and include that when you fill out your comment sheet if the lesson fell short of the time allotted.
- If a student finishes his or her work before the end of the period, have them work on additional assignments. Students should not be having socially related conversations or be standing by the door until the dismissal bell rings.
- Leave the room in better condition than when you arrived. For example, put chairs up, desks clear.
- If you would like to sub again for the teacher, leave current contact information and your sub number with the office.
- Thank all who assisted you during the day, especially those in the front office. THIS IS AN IMPORTANT RELATIONSHIP!

Tips

- Please use your professional judgment when deciding your attire for the day.
- DO NOT TOUCH STUDENTS.
- Make sure there are enough sharpened pencils. The pencil sharpener can be a discipline problem.
- Get materials from the office if you realize you will need them but cannot find them.
- Do not criticize their teacher, no matter how different the teaching style/philosophy is from your own.
- Do not work if you are sick. You endanger others.

HINTS FOR SUCCESS

- Demonstrate promptness and efficiency when instructing the class to begin work. Avoid unnecessary talking.
- Write directions in lesson plans neatly on the board. This will be a great help in the orderly beginning of the day's work.

- Be ready when the bell rings to supervise the passing in and out of the room, caring for coats/backpacks/lunches, and getting settled in seats.
- Be an informed substitute. Know the school rules and the classroom rules.
- Introduce yourself briefly to the class, tell them a little about yourself--what and where you have taught. Participate in the sharing of current events, news.
- Take firm control of the class from the beginning. Physical punishment, sarcasm, ridicule, or hasty decisions are not accepted ways of student control. Reports by a principal of this type of action will result in your being removed from the substitute list. Use positive rather than negative requests and suggestions.
- Expect respect and cooperation. Be respectful of student opinions.
- Have a positive, enthusiastic attitude toward the assignment.
- Work habits and general classroom control should be maintained so that continuity in learning will take place.
- Good teaching is the best preventative for disorder. Have clear and definite directions for lessons and for passing/collecting papers. Fairness and careful follow-through are invaluable in maintaining good order.

SUGGESTIONS FOR MAINTAINING STANDARDS

- Positive requests and suggestions, consistency, encouragement, and praise are far more effective in controlling children than a negative, sarcastic approach.
- The teacher's own behavior, his/her courtesy, fairness, and interest in the work will all contribute to a well-controlled classroom.
- Physical conditions in a room may affect the behavior of students. Watch ventilation, temperature, and light. Keep the room neat and orderly. Supervise students closely.

HELPFUL HINTS ON DISCIPLINE

- Act appropriately and sincerely.
- Be consistent, just, and fair. Use a positive approach.
- Encourage good behavior, remain calm, and try to avoid becoming angry.
- Let each student start each day with a clean slate.

- Take away privileges, not educational experiences, from students not following rules.
- Take free time from students to make up time wasted.
- Use common sense to solve problems.

SUBSTITUTE TEACHER UNACCEPTABLE BEHAVIOR: CLASSROOM AND LESSON PLANS

- Should NOT show an unauthorized movie instead of following the structured lesson plans.
- Should NOT make use of laptop or Bluetooth during instructional time for personal use.
- Should NOT use profanity in the workplace.
- Should NOT have unauthorized visitors.

THE PRINCIPAL EXPECTS THE SUBSTITUTE TO . . .

- Arrive at least 15 minutes before the first class is scheduled to convene and remain at least 15 minutes after the last class has been dismissed, or the end of the preparation period.
- Report to the Main Office immediately upon arrival.
- Sign or initial the teacher's attendance sheet as instructed by the School Office Manager or Principal.
- Ask how to contact the Main Office from the classroom.
- Check schedules for possible duties--lunchroom, yard, hall.
- Check mailbox for information.
- Ask questions when help is needed.
- Report at the end of the day to inquire if services will be required the following day.
- Be prompt when assigned to yard or lunchroom supervision and remain on the assignment until relieved by the next teacher.
- Be familiar with and follow emergency drill procedures.
- Abide by the routine of the regular program. If lesson plans in the plan book cannot be followed, then please contact the School Office Manager or Principal.
- Organize and label completed work. These papers are to be left in the teacher's box with appropriate explanation.
- Leave a note explaining progress made, work completed, work unfinished, special assignments, and other items of importance.
- Leave room neat and in order.

THE CLASSROOM TEACHERS EXPECTS THE SUBSTITUTE TO . . .

- Keep an accurate record of attendance.
- Follow the regular plan as closely as

possible.

- Check all papers and workbooks that the students have done. Use teacher's manuals to execute lesson plans. Maintain a neat, orderly, attractive environment.
- Leave a statement of the work covered, together with any comment about special difficulty or outstanding cooperation, work completed, and work unfinished.

THE STUDENTS EXPECT THE SUBSTITUTE TO . . .

- Acquaint them with his/her name so that he/ she can be addressed quickly. Writing it on the board is sound procedure.
- Make use of a seating chart; call each student by name.
- Carry on assigned daily program.
- Be familiar with the subject matter to be taught in order to proceed confidently and competently.
- Be fair, friendly, firm, patient, and display a sense of humor.
- Be ethical in handling or discussing student-teacher-parent relationships which have been established by the teacher.

THE SUBSTITUTE SHOULD EXPECT THE PRINCIPAL OR ASSISTANT PRINCIPAL TO . . .

- Discuss unusual problems in the room. Explain events, changes in routine and program--assemblies, fire drills, etc.
- Introduce substitute to the class and to the other teachers, if possible, especially if it is a substitute's first experience in the building.
- Verify that the regular teacher has provided well organized, well-outlined lessons plans for the period of time that the regular teacher expects to be absent.

THE SUBSTITUTE SHOULD EXPECT TO FIND IN THE CLASSROOM . . .

- Well-organized, well-outlined lesson plans for the day or for the time the teacher expects to be absent. These will include yard duty and other responsibilities.
- A list indicating the names of several students who are leaders and can help the substitute.
- The daily time schedule showing recesses or passing times, noon period, pull-out program schedules, and dismissal time.
- Club and committee names.
- Up-to-date, easy-to-read seating charts.
- Courses of study and guides on desk.

EMPLOYEE USE OF TECHNOLOGY

- Employees shall be responsible for the appropriate use of technology and shall use the district's electronic resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.
- Use of school computers and access to the Internet is a privilege.
- Teachers are expected to follow the directions of staff and abide by the rules of the school and school district, obey the rules of any computer network accessed, and be considerate and respectful of other users.

RULES FOR USE OF COMPUTERS AND COMPUTER NETWORKS

When you use school computers you agree to:

- Abide by the rules of the school and school district.
- Obey the rules of any computer network you access.
- Be considerate and respectful of others.
- Use school computers for school-related education and research only.
- Not to use school computers and networks for personal or commercial activities.
- Not change any software or documents (except documents you create).
- Do not produce, distribute, access, use, or store information that is: unlawful; private or confidential; copyright protected; harmful, threatening, abusive, or denigrates others; obscene, pornographic, or contains inappropriate language; interferes with or disrupts the work of others; causes congestion or damage to systems.

COMPREHENSIVE SAFE SCHOOL PLAN

- Each school has an Emergency Preparedness Management Plan.
- Inquire at "check in" about specific procedures.
- Familiarize yourself with the exit routes and safe shelter locations.

FIRST AID

- All substitutes are encouraged to complete a basic first aid course. For further information you can contact your local American Red Cross at: <http://www.redcross.org> or call the Sacramento Sierra Chapter Red Cross at (916) 368-3131.

**REMEMBER: JUST
ONE DAY CAN MAKE
A DIFFERENCE.**

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