



Human Resource Services

Standardized School Site Substitute Teacher Packet

(Via School Office Manager and Regular Classroom Teacher)

Welcome to _____ School

- Important Phone Numbers** (School Site and Central Office)

School Office Manager	Phone Number:	
Principal	Phone Number:	
Assistant Principal(s)	Phone Number:	
Attendance	Phone Number:	
School Plant Operations Manager	Phone Number:	
Campus Monitor	Phone Number:	
School Resource Officer (SRO) – Campus Safety	Phone Number:	
Safe Schools Office	Phone Number:	
Health Services – First Aid	Phone Number:	
Professional Library – Central Office Resources	Phone Number:	
Technology Department – Help Desk	Phone Number:	
Curriculum Department	Phone Number:	
- Visitor/Guest Badge (Returned at End of Day)
- Substitute Parking
- Keys: Classroom/Bathroom (Returned at End of Day)
- School Map
- Substituting for Whom With Grade(s), Subject(s), Room Number(s)
- Bell Schedules: Daily: Recess, Lunch, Modified/Shortened Day
- Supervision Schedule: Yard Duty, Bus Duty, Detention
- Lesson Plans/Learning Objectives (Emergency Lesson Plan)
- Class List (2 Sets): 1 for Attendance; 1 for Emergencies
- Seating Chart With Information on Special Needs Students
- Emergency Preparedness Guidelines (Posted in Each Classroom)
- Alarm Drill System: Description of Emergency Bells and What to Do
- Substitute Teacher End-of-Day Report/Comment Sheet (PSL-F250) (Returned at End of Day for Principal/Assistant Principal Review and Assessment)
- Return: School Keys and Visitor/Guest Badge so That the School Office Manager May Verify and Approve Your On-Line Substitute Jobs in Sub Pay.

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

(Located on Employee Intranet, Inside Sac-City, Departments, Human Resource Services, Documents.)

Tips for Successful Substituting ■ Hints for Success (Tips for Successful Subbing) and Suggestions for Maintaining Standards ■ Helpful Hints on Discipline
 ■ Substitute Teacher Unacceptable Behavior: Classroom and Lesson Plans ■ Expectations From Principal/Regular Classroom Teacher/Students/ Substitute Teacher Perspectives ■ Employee Use of Technology Use/Rules for Use of Computers and Computer Networks ■ Comprehensive Safe School Plan ■ First Aid

Provided:

School Office Manager Name/Date

Substitute Teacher Name/Date

Regular Teacher Name/Date