

### **Teacher Responsibilities For Substitute Teachers**

Substitutes are very concerned about having material they can teach so they can provide meaningful tasks for the students. Substitutes feel that they should be involved in teaching rather than providing study hall time. Here are some specific suggestions.

Please read these and prepare well for the days that you have prior notice of your absence. Be prepared to communicate with your substitute on days that you do not have prior notice.

- 1) A file marked for the substitute teacher should be placed in your top drawer. Include in the file these items:
  - a. Class lists (aids taking attendance)
  - b. Seating charts (aids discipline)
- 2) Each teacher is required to fill-out a substitute evaluation form. This form will be completed by the substitute teacher and absent teacher and then returned to the assistant principal.
- 3) List the name of the text, not just the page numbers in your lesson plan. Place a copy of texts used on your desk. Emergency lesson plans should be located in your top desk drawer or be easily accessible in a marked file.
- 4) If a test is scheduled, leave a key -- this helps the substitute answer students' questions. If time permits, the substitute can check or correct the tests -this is optional.
- 5) Leave some work -- substitutes can do it.
- 6) Leave enough work -- most substitutes are not very secure outside their subject matter area.
- 7) Contact an outside substitute after confirmation of your absence from the administration. The substitute can prepare a lesson and pick up books in advance.
  - a. Tape your schedule to your desk or file. Include:
    1. periods - times
    2. grade level or subjects
    3. lunch break or bell schedule
    4. drill procedures

Substitute teachers will appreciate your professional consideration.