

WHAT IS EXPECTED FROM THE CLASSROOM TEACHER (for their substitute)

For teachers, taking a day off work is not as simple as just making a phone call to a supervisor. It can take hours to prepare the lessons and materials needed to make the day flow smoothly when you're away from the classroom.

LESSON PLANS - It is vital that you take an adequate amount of time preparing for a substitute teacher. Give the substitute as much detail as necessary to make your wishes clear. Review, organize and clearly label materials to be left for the substitute. The substitute needs enough material to keep the students busy for the entire class period. Your instructions should be fairly detailed and legible, leaving no doubt about what you are trying to accomplish on that given day. It might even be a good idea to include the actual goals and objectives that you are trying to attain to. But at all costs, leave the substitute more than enough activities/material to keep the students busy. Also, if you copy a ditto, always make a few extra copies.

If you wish to leave your desks and cabinets locked, that is understandable, but at least leave a large sealed envelope marked "FOR THE SUBSTITUTE", containing all the items the sub will need for the day.

Make your expectations of the students clear - Studies indicate that a substitute has only the first 5 minutes of class to establish control of that class. A well-prepared group of students will most often comply with the substitute. Define best behavior for them. Never make jokes about substitute teachers and don't let students think that you have low expectations for days that you aren't there. Give students no opportunity to contradict the substitute. Use every available opportunity to remind your students about proper classroom behavior when guests — and that includes subs — are present. Work with your students to constantly remind them that if you do take an absence day, the class is behaves properly.

Make your expectations of substitutes clear - Take the time to discuss your expectations of student behavior with substitutes early in the year in case you are absent. When you are going to be absent, take the time to write thorough plans that account for every minute of class time.

A substitute-teacher's notebook, for use by any sub who may be assigned to your class, will save your life. The notebook's emergency lesson plans and invaluable classroom management information will help ensure that everything runs smoothly while you're gone.

The sub-notebook should be a sturdy three-ring binder, clearly labeled and easily accessible from your desk, containing the following materials:

- Copy of your school's bell schedule, including lunch schedules
- Updated copy of your classroom seating chart
- Updated copy of your roll sheet
- Copy of your daily instructional schedule
- Copy of your classroom rules
- List of your most helpful and responsible students
- List of all classroom textbooks used and where they are shelved
- Simple map of the school facility and grounds, including emergency-exit routes
- List of the names, room numbers, and extensions of your closest fellow teachers
- List of the names and extensions of your school's administrative personnel
- List of the names, room numbers, and extensions of the nurse, counselor, etc.
- At least three broad, flexible lesson plans that can be used throughout the year
- Hole-punched spiral notebook so the sub may leave you informative notes