



# VALUABLE ROLE OF THE SUBSTITUTE TEACHER

Substitute teachers are members of the professional staff and are expected to follow the same instructional and non-instructional standards as a regularly employed teacher. Substitute teachers should make every effort to meet the following responsibilities:

- ✓ Report to the (main office) of the assigned program at the proper time to sign in.
- ✓ Arrive early and review plans left by the teacher. Always follow the classroom teacher's plans.
- ✓ Review the substitute teacher handbook, familiarize yourself with the building's floor plan, emergency procedures and exit routes.
- ✓ Become familiar with the routine of the school, policies, rules and the curriculum.
- ✓ Maintain daily attendance.
- ✓ Assume the non-instructional duties of the absent teacher (i.e. lunch duty, bus duty, etc.).
- ✓ Follow the instructional plan of the assigned teacher as closely as possible.
- ✓ Attempt to complete the daily share of teacher paperwork.
- ✓ Seek guidance from an administrator in any unusual situation.
- ✓ Report emergencies and/or accidents to the main office.
- ✓ Leave an appropriate memo for the regular teacher's return, which should indicate what was completed for the day.
- ✓ Leave the room in an orderly condition, with all supplies and equipment returned to storage areas.
- ✓ After students have been dismissed, remain in the building until all responsibilities have been completed.
- ✓ Before leaving, sign out, return substitute keys and/or badge, and check with main office to see if your services will be requested for the next day.