



CHECKLIST FOR SUBSTITUTES

1. Report to the office upon arrival
2. You are required to check in 30 minutes prior to the beginning of the teaching time and remain in class 30 minutes after class is over. If for some reason you do not have students, report to the office secretary. She will have other assignments for you. It is important that the office secretary is aware of your whereabouts during the day in case she needs you for one of the students or another assignment.
3. Become familiar with the routine of the school
4. Prepare all materials needed for the day
5. Write your name on the chalkboard
6. Introduce yourself to the neighboring teachers
7. Start class on time
8. Follow lesson plans
9. Fulfill the classroom teacher's extra duties
10. Involve all students in some way
11. Be enthusiastic
12. Act professionally
13. Avoid criticism of the regular classroom teacher
14. Leave the classroom orderly, close windows, turn off lights, and turn off all computer equipment
15. Collect all assignments
16. Fill out all reports at the end of the day and submit them to the office
17. Return any borrowed keys
18. Check with the principal or the secretary to see if you are needed the following day
19. Sign any payroll timesheets necessary for payment