

Professional Substitute Teacher Checklist

At Home

- ___ Organize several appropriate substitute teacher outfits in a section of your closet.
- ___ Compile a set of note cards containing pertinent information about the schools where you may be assigned.
- ___ Keep a note pad and pencil by the phone you will be using to answer early morning calls.
- ___ Answer the phone yourself.
- ___ Assemble a *SubPack*. Keep it well stocked and ready.
- ___ Leave early enough to arrive at school at least 30 minutes prior to the beginning of school.

Prior to Entering the Classroom

- ___ Report to the administration office.
- ___ Ask about student passes and special procedures.
- ___ Ask if there will be any extra duties associated with the permanent teacher's assignment.
- ___ Ask about any special school-wide activities planned for the day.
- ___ Find out how to refer a student to the office.
- ___ Ask if any students have medical problems.
- ___ Obtain any keys that might be necessary.
- ___ Find out how to report students who are tardy or absent.
- ___ Find the locations of restrooms and the teachers' lounge.
- ___ Ask the names of the teachers on both sides of your classroom and if possible, introduce yourself to them.

In the Classroom Before School

- ___ Enter the classroom with confidence and your *SubPack*
- ___ Write your name (as you wish to be addressed by the students) on the board.
- ___ Review the expectations, or rules, if any are posted.
- ___ Locate the school evacuation map.
- ___ Read through the lesson plans left by the permanent teacher.
- ___ Locate the books, papers, and materials which will be needed throughout the day.
- ___ Study the seating charts. If you can't find any, get ready to make your own.
- ___ When the bell rings, stand in the doorway and greet students as they enter the classroom.

Throughout the Day

- ___ Greet the students at the door and get them involved in a learning activity immediately.
- ___ Carry out the lesson plans and assigned duties to the best of your ability.
- ___ Improvise using the materials in your *SubPack* to fill extra time, enhance activities, or supplement sketchy lesson plans as needed.
- ___ Be fair and carry out the rewards and consequences you establish.
- ___ Be positive and respectful in your interactions with students and school personnel.

At the End of Each Class Period

- ___ Make sure that all classroom sets are accounted for.
- ___ Challenge students to recall projects and topics they have studied that day.
- ___ Remind students of homework.
- ___ Have students straighten and clean the area around their desks.

At the End of the Day:

- ___ Complete your Substitute Teacher Report and leave it for the permanent teacher.
- ___ Neatly organize the papers turned in by the students.
- ___ Close windows, turn off lights and equipment, and make sure the room is in good order before you lock the door.
- ___ Turn in keys and any money collected at the office.
- ___ Check to see if you will be needed again the next day.
- ___ Jot down a few notes to yourself about what was accomplished, how things went, and ways to improve.