

# substitute TEACHER BEST PRACTICES

- ✓ Arrive early to prepare
- ✓ Ask for help if you need it
- ✓ Avoid cancelling an assignment to accept another assignment
- ✓ Be aware that substitutes, teachers, and schools have the ability to create preference lists
- ✓ Be flexible
- ✓ Check in and out through the school office
- ✓ Leave a detailed substitute teacher report for the teacher
- ✓ Maintain the classroom rules/routines/schedules already in place
- ✓ Manage your Frontline account to ensure accuracy of days
- ✓ Meet the 30-day per year work requirement
- ✓ Principal discretion prevails regarding:
  - Recent high school graduates subbing at their alma mater
  - Substitutes accepting assignments in family member's classrooms
- ✓ Stick with the lesson plans
- ✓ The best way to curb inappropriate behavior is:
  - Start class immediately
  - Preview with the students what the teacher expects them to accomplish
  - Monitor by walking around the room
  - Praise appropriate behavior
  - Ignore inconsequential behavior
  - Redirect as necessary

