

## Responsibilities and Guidelines for Substitute Teachers

At the beginning of the school day, the substitute teacher shall:

- Report to the office and meet with the appropriate administrator for orientation to school policies and procedures such as attendance, discipline, class schedules and lesson plans;
- Report to the nurse's office to check on medical issues of students in class(es) to which you are assigned.
- Ask about the building's Emergency Plan.
- Familiarize him/herself with the school layout, classroom procedures and the emergency exit route from the assigned classroom(s)

In the classroom, the substitute teacher shall:

- Assume all duties of the regular classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom, playground, hall duty or other duties assigned by the building principal.
- Follow the instructions left by the teacher or alert the administrator if there are no plans to follow.
- Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans.
- Maintain normal classroom routines and discipline procedures
- Spend the entire assignment working with and for the students. No personal work of any kind should be done. The substitute teacher is expected to carry out the instructions of the regular teacher, including grading daily papers and leaving a summary of work covered.
- Remain in the classroom if a student teacher or intern is teaching.
- Maintain a positive learning atmosphere in the classroom. Disruptive student conduct in class is not acceptable. If serious student behavior problems occur, assistance should be sought from a neighboring teacher or a building administrator.

The substitute teacher shall inform the principal or department head in cases of:

- Personal injury to students or staff
  - Serious illness of any student
  - Damage to school property
  - Serious discipline problems or infractions of school rules
- It is not the substitute teacher's responsibility to:
- Grant permission for a student to leave school before the regular dismissal time
  - Detain a student after dismissal time
  - Communicate information about a student or staff member with anyone but the building principal or department head.

At the close of the school day, the substitute teacher shall:

- Leave the classroom as neat as possible with things approximately in the same place where they were found
- Be sure all windows and doors are locked. If the school has issued a key, be sure to return it to the school office prior to leaving the building
- Leave the teacher a report about how the day went; work that was completed and work that was not.
- Check out at the school office.

Under no circumstances shall the substitute teacher:

- Release a student from his/her jurisdiction during school hours without permission from the school office
- It is recommended that substitute teachers not touch students at all.
- Leave money or valuables in the classroom
- Criticize the teacher about her/his materials or methods
- Leave students unsupervised at any time during the day.
- Make comments about any student, teacher, administrator or parent that will reflect negatively upon that person or upon the teaching profession. Observations made and conversations held during the school day should be considered confidential and discussed only with the school principal or department head.
- Review school records without the permission of the principal. Records are legally designated as confidential and should be treated as such at all times