Tip #1
Arrive Early to Your Assignment

- arrive at least 30 minutes prior to the start time of your assignment
- report to the office- introduce yourself to the school secretary, make a great 1st impression, be friendly
- ask about any special schedules for that day
- ask for the office phone extension
- find the location of the classroom, if there is enough time locate restrooms, teacher's lounge and multipurpose room
- introduce yourself to the teacher(s) beside your classroom
- check to see if you have monitoring duty such as lunch, recess, before and after school or bus duties- make sure you know where to go during the assigned duty

Tip #2
Organize the Day's Activities

- write your name on the board
- locate the lesson plans and read through them thoroughly
- locate all the materials needed to complete the lesson plans
  - when reviewing the lessons and materials before the class begins, focus on everything you need to do before the first recess or lunch, it's easier to breakdown the notes into smaller parts so you don't get overwhelmed. Then, during recess or lunch you can see what needs to be covered next.
- tour the classroom and locate the following:
  - behavior management plan
  - the school's evacuation plan
  - work centers/stations
  - supplies

Tip #3
Make a Great First Impression

- be confident!
- introduce yourself- avoid referring to yourself as “the sub”
- refer to the board where your name should already be written
- share a couple of personal facts to try to make a connection
- information you might want to share:
  - the instructional plans for the day
  - the fact that you will be leaving a note for their teacher sharing how the day went
  - you will be doing things a little bit differently than their teacher
- take attendance right away
- assign/identify a teacher assistant- she/he may be able to help with details throughout the day

Here's an example of a positive introduction:
“Good morning class! My name is (Ms., Mrs. or Mr.)___ and I will be your teacher for the day. Just a reminder that all the daily classroom rules and expectations still apply with me even though I am not your daily teacher. I will do some things different so do expect some changes. Please remember to raise your hand if you have any questions, I will be more than happy to answer them.

Your teacher left us a list of tasks that we must complete today, so let’s get started.”

Tip #4
Implement the Lesson Plan as Designed

- follow the lesson plans specifically
- do not take the liberty to change lesson plans
- do not “wing it”- ask for clarification from other teachers on your grade level or department
- use your personal activities only if there is extra time or if the teacher did not leave any

It is important to arrive early to adequately prepare before your students arrive and to ask any questions if the need arises
Tip #6  Working with Students with Special Needs

- carefully read all instructions left by the regular classroom teacher regarding a student with special needs
- students with special needs often require shorter learning assignments and frequently demonstrate a need to be positively reinforced within short periods of time
- instructions need to be simple, precise, and clear
- use paraeducators (aides) as a resource—they can provide great insight into the students and classroom routine
- you may find yourself providing support and assistance to children that you think is beyond their age (assisting with toileting, shoe tying, helping with coats and clothing, etc.)—be prepared to assist as appropriate
- depending on the level of severity of student needs, there may be multiple adults in the room with different jobs, including the speech therapist, the occupational therapist, the physical therapist and others—be prepared to work as a team with these providers

Tip #7  Follow the School’s Emergency Procedure

- Always be aware of your responsibilities to ensure the safety of your students:

Blood Borne Pathogens
- wear latex gloves when touching any bodily fluid
- wash your hands with soap and water before and after handling any medical emergencies
- report any “exposure” incident whenever there is contact with bodily fluids between individuals

Classroom Evacuations
- know your evacuation route
- fire drill—line up students, make sure all students evacuate the classroom, door is to be left closed
- earthquake drill—students duck under their desks and cover their heads, evacuate classroom when signaled, door stays open

Please Note: Look for an Emergency Folder or a “Grab and Go” bag as you exit the classroom. This contains lists and other contact information you might need.

Lockdown (Precautionary)
- lockdowns are usually announced over the PA system
- classroom door is to be locked (bring into the classroom any stray students you may see while doing so)
- students are not allowed in or out of your classroom
- instructional activities can proceed as normal

VIPER Lockdown (Serious and Urgent)
- lockdowns are usually announced over the PA system
- classroom door is to be locked (bring into the classroom any stray students you may see while doing so)
- students are to be physically moved to an interior section or corner of the classroom away from the line of sight through windows or doors
- lights are usually shut off
- students are not allowed in or out of your classroom

Tip #8  Be Confidential

- you may become aware of highly sensitive information about your students—be careful not to share any information including:
  - personal information
  - health records
  - academic records
  - testing information
  - any communication from parents
  - if you would be interested in substituting again
- do not share photographs/comments on social media

Tip #9  Leave Notes for the Teacher

- leave detailed notes about your day. Include:
  - how the lesson(s) went and what you were and were not able to cover
  - how the class behaved, especially identifying by name any particular student who had difficulties
  - names of students who were helpful
  - any special situations that may have occurred
  - any communication from parents
  - contact information if you would be interested in substituting again

Tip #10  Clean Up the Classroom

- have students straighten and clean the area around their desks
- be sure to leave the room in an orderly fashion
- neatly organize papers turned in by the students
- turn off lights and equipment—make sure the room is in good order before leaving

Other Useful Tips

- never, under any circumstances, give out food items as a reward
- dress appropriately
- when in doubt...ask!
- keep a positive attitude
- be flexible
- be culturally sensitive
- set high expectations for your students and yourself
- make a sub pack—including supplies like:
  - stickers, pencils, erasers for rewards
  - post-its
  - highlighters
  - markers
  - band-aids, latex gloves
  - notepad
  - whistle