

DAY TO DAY SUBSTITUTE TEACHERS

Responsibilities and Procedures

1. The substitute is responsible for the students' conduct in the assigned classes. When and if special problems arise, he/she should feel free to turn to the responsible administrator for help. He/she should not feel that such a request for help is in itself a reflection upon his/her ability or that it will be so considered by the principal.
2. Remember that you set the tone for the day. Class control is very important. Children follow your lead. The first ten minutes in a room can set the stage properly or ruin your chance of success.
3. The substitute is responsible for the full schedule of the regular teacher. This includes the classroom day, clubs, study halls, yard duty, and any special duties performed by the absent teacher. The substitute is expected to follow the plans of the teacher as closely as possible. He/she is invited to attend all faculty meetings, and is expected to attend specific meetings at the request of the principal or supervisor.
4. The substitute shall:
 - a. Meet with the Principal (or designee) for orientation to the school policies and procedures such as: attendance, discipline, support system, rainy day schedule and any other pertinent policies for that school.
 - b. Check to see if there are sufficient supplies in the classroom to fulfill the aims of the lesson plans. If there are not, he/she should contact the office.
 - c. Maintain normal classroom routines and discipline procedures, including taking attendance. The responsible administrator should be contacted in case a serious discipline problem arises.
 - d. Leave the regular teacher a report of work done in the plan book, especially if lesson plans have been altered.
 - e. Correct papers and list grades for the regular teacher.
 - f. Leave adequate notes regarding absences, transfers, new students, and new books ordered and books returned.
 - g. Place detached chairs on desks after school in order to facilitate sweeping.
 - h. Leave room as neat as possible at the end of the day with things approximately in the same place in which they were found.
 - i. Lock classrooms whenever he/she and the students are out of the room. If he/she is the last-session teacher, he/she should make sure that all windows and doors are locked. If the school has not issued a key, it is the substitute's responsibility to notify the office at departure.

5. The elementary substitute teacher is required to teach Physical Education instruction.
Sample Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and other office equipment and manipulate paper; see to read, prepare documents and reports and to observe other personnel or students; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table; or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Substitute Teacher Daily Rate Salary Schedule

Approved by the Board of Education: _____