

## **Responsibilities of the Regular Teacher regarding Substitutes**



Even though they may never meet, the substitute and the regular teacher have a real responsibility to each other. The regular teacher is responsible to an important degree for the attitude that his/her pupils display toward the substitute teacher. The attitude should be one of helpfulness and courtesy such as would be afforded any invited guest of the school. The regular teacher also needs to make as much current information available to the substitute as possible. This will help the substitute to successfully maintain the continuity of the program. The regular teacher, whenever possible, should indicate any special circumstances to the substitute such as:

- Field trips requiring certain apparel
- Long outdoor recess duty
- Optional periods to which the regular teacher is assigned
- Optional periods or duties which take the place of lunch

The regular teacher is required to maintain all of the information a substitute would need in taking over his/her work. Complete lesson plans containing an up-to-date record of the work of the class and outline of the lessons to be covered during the current week are to be kept in the teacher's plan books. Lesson plans should include due dates for assignments and homework procedures.

Should you have any questions about lesson plans, please seek assistance from a neighboring teacher, department chair, or building administrator before the day begins. This will help to ensure a successful day.

The following items of information with all necessary explanations should be available in the substitute folder:

- Attendance procedures and where to place absentee folder/list for pick-up
- Class lists according to reading/math groups and/or various classes and/or homeroom
- Current daily schedule, which should include: individual student schedules, e.g. library, speech, resource room
- Fire/crisis drill procedures for passage to/from classroom

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- Guidelines for lunch, recess, hall duty, phone usage by students, student work groups meeting outside of the classroom, passes and student assistants' names/schedules/responsibilities
- Up-to-date seating charts
- Individual classroom information sheet listing the following:

- Student helpers
  - Special needs students and information pertinent to their needs (Note: this information, along with all other information regarding students, is **confidential.**)
  - Updated notes on students temporarily needing special attention because of school or home concerns
  - Pertinent student health information
  - University/college field placement students
  - Special Education staff, support personnel, or other staff present during instruction
- Any additional responsibilities of the individual teacher, e.g. grading and distribution of papers, supervision duties, breaks and special disciplinary measures
  - Teaching plans for the day's classes which include titles of resources and an explanation of any abbreviations used
  - Contingency lesson plan (when a lesson plan cannot be followed)
  - Building characteristics should be outlined including the location of the lunchroom, teachers' room, restrooms and media equipment
  - Map of the school
  - School or team discipline plan/rules
  - Names and rooms of other members of the teaching team
  - Who to call or report to if there are problems

