



# Strategies and Practices for Substitute Teachers:

Here are some ways to support your work in the classroom to best serve students.

## Preparation for Your Substitute Assignment

- Know the location and grade level/content area assignment.
- Arrive at least 20 minutes prior to school starting.
- Check into the office upon arrival.
- Ask for a map of the school, the number to the office, and a class list.
- Ask if you have any before, during, or after school supervision duties and the location.
- Prior to students entering the classroom, review the lesson plans.

## Beginning of the School Day/Class Period

- If you have before school supervision, be at the location on time.
- When students are entering the classroom, greet them at the door.
- Start the school day/class period by introducing yourself.

## During the School Day

- Maintain a calm and positive tone throughout the day.
- Stick to the lesson plans provided by the teacher.
- Allow a couple of minutes for transitions (going to lunch, recess, etc.).
- If you have supervision during the school day, be at the location on time.

## General Information

- Be professional at all times.
- If anything (lessons plans, school rules, etc.) is unclear, call the office or ask a neighboring teacher for assistance.
- Safety is always a priority.
  - Never leave the students unattended
  - Call the office for assistance if a student becomes ill or is injured

## Classroom Management

- For classroom routines and rules, check the lesson plans and/or any information posted in the classroom.
- Indicate your behavioral expectations for the day.  
Examples:
  - Be kind
  - Be respectful
  - Be helpful
  - Listen to each other
  - Stay on-task
  - Raise your hand if you have a question
- Tell students what signal you will use to get their quiet attention. Consistently use it.
- Establish a hand signal for students to ask to use the bathroom or get a drink of water.
- Seek guidance from the office if there are behavioral issues or safety concerns.

## Wrapping Up After School

- If you have after school supervision, be at the location on time.
- The expectation is to leave a brief note for the classroom teacher and include:
  - Any lessons not covered
  - Overall class behavior
  - Any unexpected occurrences
- Before leaving the classroom for the day, make sure the classroom is left as you found it.
  - Turn off all lights and technology
  - Close any open windows
  - Lock the door
- Check out in the office. Turn in keys, badges, etc. if you any were given to you upon arrival.

## NMPED Canvas Course

### Strategies and Practices for Substitute Teacher Success

<https://nmped.instructure.com/courses/1846>