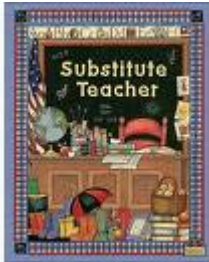


## SUBSTITUTE TEACHER INFORMATION

### 2 - How To Be A Happy And Successful Substitute Teacher

How to have a pleasant, productive day as a substitute teacher and be asked to return.



#### Here's How:

1. Buy or make a daily calendar to keep track of your substitute teaching assignments.
2. Decorate and laminate a regular folder in which to store your calendar and timesheet.
3. Design and print business cards and letterhead to leave in each classroom.
4. Create a substitute teacher "grab bag" full of supplies, such as markers, chalk, a whistle, scissors, videos, transparencies, tissues, and more.
5. Organize several emergency lesson plans and activities for various grade levels.
6. Prepare directions to schools ahead of time, so that you can leave promptly in the morning when you're called.
7. When you arrive at the school, check the teacher's mailbox for the attendance folder and announcements.
8. Follow any instructions from the classroom teacher as closely as possible.
9. Announce your discipline plan to the students first thing in the morning.
10. Keep a list of any helpful or disruptive students, as well as any changes you made throughout the day.
11. Write a detailed note to the teacher at the end of the day, using your customized letterhead and leaving a business card.
12. Clean up the room thoroughly, straightening desks and generally leaving the room better than you found it.
13. Say goodbye to the secretary and, if you enjoyed your day, tell her so and that you would like to return soon.

**Tips:**

1. Make friends with the teacher next door, if at all possible.
2. The teacher's lounge can be a great place to make contacts; socialize and eat your lunch with the staff.
3. Set your behavior expectations early in the day and stick to them, or the kids will, most likely, take advantage of you.

**What You Need:**

1. Dedicated Calendar For Tracking Assignments
2. Subbing Folder
3. Business Cards
4. Letterhead
5. Supply Bag
6. Directions To Local Schools
7. Strong And Consistent Discipline Plan
8. "Emergency" Lesson Plans For Various Grade Levels

