

Substitute Teaching Tips

1. Arrival:
 - a. Dress professionally;
 - b. Know what school you are substituting at, including address and directions;
 - c. Arrive on time;
 - d. Check in with school secretary and sign sub sign-in sheet (this is how you get paid);
 - e. Read lesson plans and study management information (seating charts, emergency drill/evacuation information);
 - f. Mentally plan your schedule for the day;
 - g. Speak with teacher(s) whose classrooms are nearby;
 - h. Plan for no chaos.
2. Beginning of the school day (or class period):
 - a. Remember – first impressions are powerful;
 - b. Stand, smile, and greet students as they arrive in the classroom;
 - c. Stand, establish eye contact with students, and smile as you review the class schedule and management rules with the students;
 - d. Seek to present yourself as fair, friendly, well-organized, and professional.
3. Throughout the school day (or class period):
 - a. Stand and maintain eye contact with students as you address them;
 - b. Avoid using inappropriate language, yelling, or reprimanding students publicly;
 - c. Follow the teacher's plans for the day;
 - d. If you are at a secondary school, be aware that you may be asked to cover your prep period;
 - e. Remember to attend all supervision duties assigned to you by the teacher or principal;
 - f. Always be able to account for each student;
 - g. Present yourself as respecting and liking every student.
4. At the end of the school day (or class period):
 - a. Stand, smile, and acknowledge students in a positive manner as they exit the classroom;
 - b. After students have left, re-organize the teacher's desk so you leave things as they were when you arrived;
 - c. Leave appropriate feedback.