



SMBSD Substitute Teacher

A success plan for all substitute teachers in SMBSD

Day to Day Substitute

- **Responsibilities**
 - Check in with office manager and site IT for specific direction
 - Be aware of daily routines, site responsibilities, and emergency procedures
 - Take daily attendance
 - Follow schedule for the day
 - Carry out lesson plans from the teacher of record
 - Manage classroom procedures
- **Compensation**
 - \$150.00/day
 - \$750 service stipend triggered after 50, 75, 100, 125, 150 and 175 days
- **Support**
 - Site IT
 - Office Manager
 - Site instructional and ELD coaches
 - Pathway to Teaching TOSA
 - PLC Team (grade level or department)
 - Department Chair (junior high)
 - Site administrators
 - Monthly professional development with Pathway to Teaching TOSA

Long Term Substitute - *in addition to day to day substitute responsibilities*

- **Responsibilities**
 - Lesson planning and daily instruction, using core adopted curriculum, according to district pacing guidance
 - Conduct regular assessments (classroom specific, local/District, and state assessments)
 - Build student relationships and classroom culture
 - Attend staff meetings that occur during the regular workday (6.5 hours, exclusive of lunch), including those that occur on Thursdays
 - Attend weekly PLCs in order to support lesson planning and student assessment
 - Maintain a grade book and complete progress reports and report cards as needed
 - Provide for parent communication and conduct PT conferences, as needed
- **Compensation**
 - \$185 per day, \$195 in a Special Ed class
 - \$750 service stipend triggered after 50, 75, 100, 125, 150 and 175 days
- **Support**
 - Same as above

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