

# Socorro Consolidated Schools

## Substitute Teacher Expectations

### 1. Professionalism and Conduct

- **Punctuality:** Arrive on time and ready to work, according to the below table:

| School Site                      | Start Time | End Time |
|----------------------------------|------------|----------|
| Midway, San Antonio and Parkview | 7:35am     | 3:35pm   |
| Socorro Middle School            | 8:05am     | 4:05pm   |
| Socorro High School              | 8:05am     | 4:05pm   |

- **Respectful Behavior:** Treat all students, staff, and parents with respect and courtesy.
- **Confidentiality:** Maintain confidentiality about student information and school matters.
- **Dress Code:** Adhere to the district's dress code and maintain a professional appearance.
- **Social Media/Photos:** Refrain from taking or posting photos of students

### 2. Classroom Management

- **Follow the Lesson Plan:** Implement the provided lesson plans to ensure continuity of learning.
- **Engage Students:** Keep students engaged and focused on the lesson while maintaining a positive learning environment.
- **Maintain Discipline:** Follow the district's behavioral expectations, including student cell phone use policies, while handling classroom disruptions appropriately and referring students to the principal or other staff as needed.
- **Special Education:** Adhere to and implement all modifications and accommodations outlined in each student's Individualized Education Plan (IEP) or 504 Plan as noted in the provided lesson plans.

### 3. Communication

- **Clear Instructions:** Provide clear instructions and explanations to students regarding tasks and activities.
- **Student Safety:** Be vigilant about student safety and follow all safety protocols, including emergency procedures (fire drills, lockdowns, etc.).
- **Report Issues:** Report any incidents or concerns (student behavior, injuries, etc.) to the appropriate staff or administration in a timely manner.
- **End-of-Day Report:** Complete and submit a detailed report on the day's activities, noting any issues, student performance, or anything that may need follow-up.
- **Clarification:** Notify the school office if there are any issues, concerns, or questions about the schedule or classroom management. If ever unsure about requests or duties ask site administration for guidance.

#### 4. Classroom Environment

- **Maintain Order:** Keep the classroom environment organized, ensuring that students have the necessary materials and supplies for learning.
- **Respect for School Property:** Take care of school property, and make sure students are also following these rules.
- **Clean-up:** Ensure the classroom is tidy and orderly at the end of the day, including returning any supplies to their proper places.

#### 5. Professional Development

- **Continual Learning:** Be open to feedback from staff and administration to improve performance as a substitute teacher.
- **Knowledge of Policies:** Stay informed about district policies, procedures, and practices, particularly those that pertain to student safety, attendance, and educational guidelines.

#### 6. Flexibility and Adaptability

- **Adaptability:** Be ready to adapt to different grade levels, subject areas, and teaching styles as needed.
- **Positive Attitude:** Approach each assignment with a positive attitude, willing to help the students and staff in any way possible.

#### 7. Ethical Standards

- **Student Interaction:** Maintain appropriate boundaries and interactions with students.
- **Professional Relationships:** Build rapport with students while keeping interactions professional and respectful.
- **Avoid Personal Conversations:** Refrain from engaging in personal conversations or social media interactions with students.

Individual school sites will communicate any additional site-specific requirements and/or expectations with substitutes.