

HELPFUL HINTS FOR SUCCESSFUL SUBSTITUTE TEACHING

1. Arrive early, not just at the required time.
2. At school familiarize yourself with locations of fire extinguishers, emergency exit routes, etc.
3. Keep a sense of humor. It helps both the digestive system and the climate in the classroom.
4. Expect to be challenged. It comes with the territory at all grade levels.
5. Have some “emergency plans” in case lesson plans are either missing or inadequate.
6. Let the teacher know specifically what lessons weren’t completed in your detailed note that you leave for the teacher at the end of the day. Explain why, if needed.
7. Don’t feel threatened or uncomfortable when administrators visit your classroom. They can be a great help in maintaining discipline.
8. Make sure the students know your name, but don’t let them call you by your first name. To allow that diminishes the respect you want to establish and maintain.
9. Expect interruptions. Fire drills, visits from other teachers, students being “pulled out” for other programs and services are common happenings.
10. When in doubt, confused, or otherwise unable to carry out your duties, seek help from another teacher at the same grade level or subject area.
11. Do more than is required. Your extra effort will be noted and appreciated.