

# Substitute Teacher Training

2016-17

# General Tips

- Always dress neatly, professionally, and comfortably. (See handout on Teacher Dress Policy)
- If you want to do long-term subbing, make that known to the school office and to the teachers you sub for.
- Say yes to subbing as often as possible. Update your information on Role Call.

# General Tips

- All schools should use the same protocols for emergency situations. An evacuation route should be posted in each room. There should be an orange and grey “Go Bag” in the room that should contain items for emergency evacuations.
- Introduce yourself to other teachers, but don't get involved in school politics or gossip.
- Inform the administration of any suspicious activity, rumors of violence or possible bullying/harassment.
- Teachers are no longer allowed to give any type of medicine to students. School nurses do this now.

# Internet Usage

- McMinn County Schools has an Acceptable Use Procedure (See handout)
- Policy 4.406 - Internet usage and Social Media
- It is against policy to take pictures of students and post on your personal social media page

# Confidentiality

- Student information is private according to federal law.
- Please keep students grades and behavior to yourself, the classroom teacher and administration of the school. Do not discuss these items in the community.

# When you arrive at school...

- Arrive as early as possible and check in with the school secretary right away.
- Ask for a bell schedule, lunch schedule and any modifications to the normal schedule for the day. Ask about any safety drills such as a fire drill.
- Obtain a map of the school and a list of faculty.
- Check the teacher's mailbox for announcements, attendance sheets, and so on.

# When you arrive at school...

- Look over the substitute teacher folder and compare it to your own sub folder form. Ask the school secretary or another teacher to help you fill in any missing information.
- Locate emergency exits and alarms.
- Look at the day's lesson plans and locate needed materials.

# When you arrive at school...

- Preview the roll for any student names that are difficult to pronounce and find out how to pronounce them.
- Write assignments on the board.
- Have an activity ready for students to do as soon as they enter the room.



# Moving throughout the day...

- If a seating chart is not available, make one as you take attendance.
- Learn the names of as many students as possible as soon as possible. Learn a few names *immediately*.
- Follow the teacher's lesson plans as closely as possible. Supplement with your own activities only after the assigned work is done.
- Let only one student out of class at a time, with a hall pass according to the teacher/school's policy.

# Moving throughout the day...

- Review the teacher's classroom rules and enforce them.
- Take notes throughout the day about incidents you want to share with the classroom teacher. Leave positive comments as well.
- Whenever you're unsure of what action to take, err on the side of caution.
- Check with the secretary during the planning time to see if you are needed in another teacher's classroom.

# Before you leave...

- Return the room to the condition it was in when you arrived. Close and lock windows.
- Grade homework and seat work and arrange it in alphabetical order, if told to do so by the teacher.
- Return identification badge and keys to the office if provided.

- HAVE A GREAT YEAR SUBSTITUTING!!!

I have reviewed the Substitute Teacher Power Point Presentation and have been made aware of my roles and responsibilities as a substitute teacher with McMinn County Schools.

---

Printed Name

---

Signature

---

Date

*Please print only this page, sign, and return to the Central Office of the McMinn County Board of Education for your substitute teacher file. The Central Office Hours of operation are 7:30 a.m.-4:00 p.m. Monday-Friday. You can also give this to a school secretary, or mail it to the Central Office located at:*

*McMinn County Center for Education Excellence  
3 South Hill Street  
Athens, Tennessee 37303*