

Preparing a more USEFUL SUB PLAN for your Substitute TEACHER

A GOOD PLAN for your Substitute Teacher entails more than just outlining the learning activities for the day. A "profile" of your class or job position is VERY HELPFUL to substitutes. IF this profile is written once, & updated second semester, it can be included with every daily sub lesson plan. Then subs would know much more about your students, your position, & your expectations.

THANK YOU to staff who already give this information!

Accepted by vote of Seattle Substitute Association, Nov 18, 2015

1. What is your daily schedule/routine? Do you have supervisory duties? (lunch, playground, bus?) **PLEASE have someone cover any BEFORE SCHOOL duty to allow 1 DAY SUB time to study your sub plan.** Do you take/pick up students for PE, Music, other? When is your "break"? lunch time?
2. What are your expectations for class routines & class behavior? (start class, hall passes, phones, dismissal...) **PLEASE discuss expectations for sub day behavior with students ahead of time.**
3. What is your method for getting student attention (clap, count-down, a phrase, chime. other?)
4. What are your consequences if students do not meet behavior expectations? Do you give warnings? How many before a consequence?
5. Which students may need extra attention? (describe needs for ELL SpEd, sec. 504) Identify these students on seating chart. Identify students who leave for therapy, tutoring.
6. Identify students with *critical* HEALTH concerns. Describe symptoms - how should sub respond? **Identify student on seating chart.** (Many have listed allergic reactions may have epi-pens, but no problem in classroom so far. Others may have urgent bathroom needs, possible seizures etc.)
7. Which students may tend to disrupt the classroom? Do they have a "time out" plan or behavior plan" – if so describe & identify them on seating chart. Identify any students on "NO HALL PASS" restriction. Do you receive "time out" students from another teacher?
8. **PLEASE have head secretary's phone number entered on classroom phone speed dial & clearly marked.** (If Security staff are busy, a sub may get phone voice mail – not helpful!)
9. Identify students who are reliable helpers.
10. Leave names & roles of IAs, adult volunteers.
11. Make **SEATING CHART** from subs point of view - front row at the bottom of the page. Picture helpful. Use student's full name to make it easy to find name on office attendance sheet. Use **easy to read font size.**
12. If lesson involves math problems, quiz, or completion of a lab or worksheet, please leave a completed KEY.
13. **EMERGENCY PROCEDURES** – What is your exit route and where is your assembly place? Do students assemble by homerooms, or by the class they are in at time of drill? Do you take attendance at site? Where is attendance information sent? How are subs notified when earthquake/ lock down drill is over?

Other helpful things for the sub folder: names of nearby staff - your cell phone number - building map - copy # - names & phones of office, security, counseling, & custodians - staff list (room number, phone, schedule)