

# Preparing for Substitutes

**Use this checklist to be sure you are prepared for a substitute teacher!**

Let your principal know the names of substitutes who work well with you and your classroom situation.

Prepare a form letter to students explaining the situation and encouraging their good behavior

Draw up a sheet that familiarizes subs with daily procedures: lunch and attendance counts; other duties; classroom routines and discipline procedures; the schedule for aids; special-area teachers, and students in pull-out programs; and the names of helpful teachers, students, and staff.

Leave seating charts, including your arrangements for small-group activities.

Include a daily schedule, indicating the times for lunch, recess, and school beginning and ending as well as the academic schedule.

Describe the special-needs children in your class and indicate the classroom-management strategies that work well for you.

Leave detailed lesson plans when possible and give substitutes the freedom to teach. Most substitutes can and want to undertake genuine teaching responsibilities.

File away several books you know your students will love. Hearing a good story read aloud is an activity sure to please students, and it's a productive way to fill extra time.

Include a few reproducible and short activities to be used in spare moments.

Develop a report form for the substitute to fill out on how the day went. Remind the sub to list both problems and pleasures.