

Substitute Planning Tips

- Specifics
 - Room Number
 - Number of students, special needs information
 - Seating chart(s)
 - Class list(s)
 - Daily schedule
 - Bells, assemblies, specials, delays, early dismissal, Wednesday specific schedule, extra duties
 - Other support personnel
 - Where to find needed materials
 - Important phone numbers; nurse, office, principal
 - What to do when a student is to be dismissed early
 - Identify responsible students for your sub to rely on for questions or daily procedures.
 - Identify specific students who may require special attention.

- Procedures
 - Classroom routines
 - Beginning day/class
 - Dismissal
 - Bathroom
 - Lunch
 - Specials
 - Gathering/turning in materials/work
 - Fire Drill
 - Emergency Procedure Drill (refer to Emergency Procedure Guide flip chart)
 - Code Yellow
 - Code Red
 - Civil Defense
 - Nurse

- In case of...
 - Behavior issue
 - Contacts, other teachers and office personnel
 - Emergency
 - Contact necessary support (e.g., nurse, principal, other teacher, etc.)
 - Refer to Emergency Procedure Guide (flip chart)

- Lesson Plans
 - Time
 - BE SPECIFIC!
 - Warm up
 - Taking notes
 - Development of the lesson

(Over)

- Guided practice
- Differentiated grouping
- Expectations for completion of assignments including modifications for special needs students
- What is necessary to collect for grading purposes
- Leave more work than you think your students can complete.
- If you can, plan your day around things that you have already taught. Provide reinforcement activities from previous lessons.

These are just a few helpful hints for you to help you plan your substitute's day. Be as specific as possible for it will make your day and the substitute's day less stressful. Be sure to ask for a written communication of how your substitute's day went, including any work that was not completed and why, problems, concerns and praises. Ask colleagues for suggestions for selecting substitutes and be sure to keep track of substitutes you feel have done a good job so that you will have more options the next time.

