

## Duties of the Substitute Teacher

1. When notified in time, arrive at least 20 minutes before the school period starts and remain on duty at least 20 minutes after dismissal time.
2. Check in at the office when reporting for substitute duty. An administrator will escort you to the classroom.
3. Check out at the office before leaving to see if you will be needed the next day.
4. Follow the classroom teacher's lesson plans and assume any school duties that are the classroom teacher's responsibility. *Do not show movies or use newspapers as activities to pass the time.*
5. Check and make sure assignments have been completed during the school day; do not grade papers unless requested to do so by the classroom teacher.
6. Maintain classroom discipline - be consistent in dealing with students; emphasize the positive, yet be firm and sympathetic.
  - Do not tolerate students being disrespectful or not following classroom rules
  - Do not hesitate to involve the administration should you find it necessary
  - Do not become combative or argumentative, and do not physically handle any student under any circumstance
7. Prepare and leave a written status report of lesson plans completed and leave a report of the group's accomplishments.
8. Prepare lesson plans for the following day's work.
9. Keep the building principal apprised of any issues you may encounter.
10. Leave dry erase boards, desks, and other equipment in order.
11. Leave a written note reporting any unusual experience or issues you encounter with a student during the day.
12. Maintain all student, parent, and staff information in confidence.
13. Classroom computers shall not be used for personal reasons under any circumstance.
14. The classroom teacher's personal items shall not be used unless prior authorization is received.
15. Comply with all District 7 Board Policies and procedures.
16. Inform the Personnel Office if temporarily or permanently withdrawing from Aesop substitute calling list.
17. Other duties as assigned.