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| **Substitute Teacher Checklist** |
| ⬜ | Report to office secretary |
| ⬜ | Ask about school procedures ( attendance and emergency situations) |
| ⬜ | Ask about lunch and recess duty |
| ⬜ | Ask the names of the teachers on both sides of your classroom ( if possible introduce yourself) |
| ⬜ | Enter classroom with confidence and a smile |
| ⬜ | Put your name on the board |
| ⬜ | Review the rules or expectations of the class |
| ⬜ | Locate any material you might need |
| ⬜ | When students enter, ask them make name tags to put on their desks. |
| ⬜ | Throughout the day, carry out lesson plans to the best of your ability. |
| ⬜ | Leave a substitute teacher report for the permanent teacher. |
| ⬜ | Be sure that the classroom is left the way you found it. |
| ⬜ | Jot down a few notes for yourself on how the day went. |