

Additional Information for Substitute Teachers

Tips on Classroom Management or Tips for Having a Successful Day, Everyday

1. Write your name on the chalkboard and pronounce it for the students so they can use it when addressing you. Take time before beginning the day's activities to tell the class a little about yourself. Be brief.
2. Stand at the door as students arrive.
3. Learn and use students' names as quickly as possible; relate to them as individuals.
4. Take roll efficiently and accurately during homeroom and at the beginning of each class (ask for help with name pronunciation if needed).
5. Ask for tardy and absence notes. If a student is tardy or if according to the past day's attendance record a student was absent, and he/she does not have an excuse note, make not of this for the regular teacher. If the teacher is going to be absent for an extended period of time, this should be addressed with the principal at the end of the school day.
6. Try to put a daily schedule on the chalkboard. It helps the students anticipate what you expect of them. It also helps you keep track of the regular classroom routine.
7. Let the class know that you will try to follow the normal classroom routine, but also let them know that everyone does things somewhat differently.
8. Keep students on task and busy – and keep activities moving. Use lesson plans – and have a game or activity in mind to make the day special.
9. Try to involve students who appear disinterested. Try to find ways to motivate them. Should a student refuse to become involved, however, do not force the issue. Let him/her observe quietly.
10. Go to students' desks when they need help. This will help minimize confusion and needless commotion.
11. Model the behavior you want from the students.
12. Try to talk to each of the students on a personal level. This is very important if you are going to be at the school on several occasions.
13. When an obvious classroom procedure has been established with which the students are familiar, work with it. Do not try to impose an entirely new system for one or two days.
14. Be respectful of your students.....they need patience, consistency, good judgment, and a sense of humor.
15. Be friendly (but firm), enthusiastic and open-minded. Don't be a "pal."
16. Be active and energetic in the classroom.
17. Walk around the room and give assistance; do not just sit at the desk all day. Stand next to the noisy person or group.
18. Have a positive, enthusiastic attitude toward the assignment.
19. Be organized! !
20. Be innovative and flexible. Have alternative plans in case the lesson plan fails or finishes sooner than anticipated. Be prepared with a "bag of tricks". Bring interesting articles to read to the students. Prepare a listening exercise for each article. Alert students that there will be questions, or program them to listen for answers to questions already posed.
21. Be calm. This is particularly true when working with intermediate/middle school students. If you do lose your temper, calm down as soon as possible.
22. Be a teacher – not a study hall keeper or babysitter.
23. Be assertive – do not hesitate to step in and take charge of your assigned class or student situations in the room or in the halls.
24. Be self confident as you go into the classroom.
25. Always get the students attention before giving directions.
26. Use eye contact and be enthusiastic; motivation is the key to class control.
27. Look and perform like a professional. Dress professionally and conduct yourself with dignity to command respect and authority.
28. Place personal items in a secure area.
29. Use common sense. If you are uncertain what to do in a particular situation, use your common sense. Trust your judgment; if you do, your children will.

30. Don't label students. Other students will pick up the name use and the student will do everything possible to live up to your label.
31. Know the teacher next door so you can call on someone for assistance about schedules, materials, or questions.
32. Quickly make a seating chart if one is not available to help maintain discipline.
33. Have a few extra pens, pencils, sheets of paper and tissues to eliminate locker trips.
34. There will be times when students are working independently. Please use this time to circulate throughout the classroom and interact with the students. Do not engage in personal tasks such as reading, knitting, etc.
35. Never leave the classroom unsupervised!
36. Allow only one student at a time to leave the room; give a hall pass and time limit.
37. Never allow students to dismiss early for lunch, the next class, or for the day.
38. Never give "free" days.
39. Do not touch the students.
40. Immediately establish your behavior expectations.
41. Contact parents if there is a need.
42. Correct student behavior immediately, consistently and fairly (use reasonable and enforceable consequences, do not send groups of students to the office, do not put students in the hallway).
43. Reprimand in private. You do not appreciate being called out in front of your peers; neither do your students.
44. Don't let discipline problems drag out.
45. Don't threaten anything you can't carry out.
46. When minor discipline problems arise, you may ask a neighboring teacher for assistance, on occasion.
47. Be firm, fair and consistent.
48. Avoid group punishments, threats, verbal or physical abuse, exclusion from special programs, extra homework and repetitive writing assignments, sending misbehaving students to the secretary and exclusion from noon lunch.
49. **AND REMEMBER** – substitute teaching demands flexibility!

How To Sub More Days Than You Can Imagine!

- Accept jobs as often as possible.
- Be on time in the morning and for each class period.
- Always "check in" at school office with secretary in charge of substitutes.
- Be cheerful, pleasant and ready to assist in any way you are needed.
- Follow through with all instructions left by classroom teacher. The teacher depends on you to carry through as if he/she were present.
- Follow lesson plans left by the teacher (**not following lesson plans is the #1 complaint of the classroom teacher**).
- Start students working promptly and let them know *you are in charge*.
- Follow class schedule.
- Leave clear, complete notes for teacher.
- Compile information/papers submitted by students for teacher.
- Don't try to be the students' friend; *you are the teacher of the day*.
- If you had a particular problem, inform the principal or secretary before you leave.

Tips for the Elementary Substitute Teacher

- Introduce yourself and write your name on the blackboard. Tell children that you understand it feels different to have a substitute teacher.
- Promise to try your best to stick to the normal routine, but remind students that doing things differently can be fun, too.
- Refer to the students by name as often as possible. If a seating chart has not been provided, be prepared to supply each student with a blank, self-adhesive mailing label.

- Have students use markers to print their names on the labels. Decorate and stick labels on clothing for instant nametags.
- Come prepared with small rewards such as stickers, stamps, and decorative pencils. Award these to the group for their cooperation.
- Make good use of the teacher edition of any text. With each chapter or unit, there are usually supplemental activities and questions worth exploring.
- • Play “stump the sub”. Have students complete a reading assignment and then compile a list of questions and answers based on their reading. Students take turns trying to “stump the sub” by quizzing you with their questions. If you answer correctly, score one point. If you’re stumped, the class scores a point.
- Start a file of newspaper and magazine articles, puzzles, word games, and brain-teasers. Slip the clippings into separate folders according to the grad or age level you teach. After sharing a story or activity with a group, use the inside of each folder to jot a note to yourself, recording when and where you used each activity. You won’t use the same activity twice with the same group, and you will know when your folder supply needs to be updated and restocked.

PRIMARY FILLER SUGGESTIONS

BEGINNING

1. Be ready to tell one playground rule.
2. Be ready to tell me the names of the children in our class that begin with J or M, etc.
3. Be ready to draw something that is only drawn with circles.
4. Be ready to tell a good health habit.
5. Have a color word on the board. Have children draw something that color.
6. Flash fingers – children tell how many fingers.
7. Say numbers, days of the week, months – have children tell what comes next.
8. “I went to the sporting goods store and I bought...” each child names an item.
9. What number comes between these two numbers: 31-33, 45-47, etc.
10. What number comes before/after 46, 52, 13, etc.
11. Have a word written on the board. Children make a list of words that rhyme.
12. Have a word written on the board. Children list words with the same long or short vowel sound.
13. Put spelling words in alphabetical order.
14. Count to 100 by 2’s, 5’s, 10’s, etc. either oral or written.
15. Use T squares to drill math fundamentals.
16. Think of animals that live on a farm, in the jungle, the water.
17. Give names of fruits, vegetables, meats, etc.
18. Play hangman using the names of the children in the class or colors or numbers.
19. Play Simon Says.....
20. List things you can touch, things you can smell, big things, small things, etc.
21. List the colors you are wearing
22. Use clapping games, finger plays.

DISMISSAL

1. “I spy”. Who can find something in the room that starts with M, P, etc.
2. Who can find something in the room that has the sound of short a, long a, etc.
3. Number rows or tables. Teacher signals number of table with fingers, children leave accordingly.
4. Those children who have all crayons put away may leave now, etc.
5. Those with freckles may leave, buckled shoes, new front teeth.
6. Count in order by 2’s, 5’s, etc.
7. Say the days of the week, the months of the year.
8. What day is it, what month is it, what is the date, what is the year, how many months in a year, days in a week, etc.?

9. Reward activity: “We have had a good day! Who helped it be a good day for all of us? Betty, you brought flowers to brighten the room. You may leave.
John, you remembered to rinse your hands, good for you. You may leave.
Ellen showed us that she could be quiet coming into the room today. You may leave, Ellen. Bob remembered his library book all by himself. Dawn walked all the way to the playground – she remembered our safety rules.
Lori brought things to share with us, etc., etc. Some students can be grouped together for good deeds to speed things up. Teacher can finish,
“You’re all learning to be very thoughtful. I’m proud of all of you and you should be very proud of yourselves.”
10. Use flash cards. A first correct answer earns dismissal.
11. To review the four basic shapes, each child names an object in the room either in the shapes of a triangle, circle, square, etc.
12. Say a word that begins or ends with certain consonants, blends.
13. Dismiss by color of eyes, color of clothing, type or color of shoes, month of birthday, season of birthday, beginning letter of first name or last name.
14. Name an object that begins with B, C, etc. Pretend you are this object as you leave.
15. What will we remember for tomorrow?

UPPER GRADE FILLER SUGGESTIONS

1. List the continents of the world.
2. Make up three names for rock groups.
3. Name as many kinds of windstorms as you can.
4. Take a number. Write it. Now make a face out of it.
5. Name as many gems or precious stones as you can.
6. Write the names of all the girls in the class.
7. Name as many teachers at this school as you can.
8. List as many states as you can.
9. Write: (a) an abbreviation, (b) a Roman numeral, (c) a trademark, (d) a proper name, (e) a proper name – geographical.
10. How many countries and their capitals can you name?
11. How many baseball teams can you name?
12. Write down as many cartoon characters as you can.
13. List as many kinds of flowers as you can.
14. Turn to your neighbor. One of you tell the other about an interesting experience you have had. The listener must be prepared to retell the story to the class.
15. List all the things in your living room.
16. Write what you would do if you saw an elephant in your yard.
17. Name as many kinds of ice cream as you can.
18. List five parts of the body above the neck that have three letters.
19. List one manufactured item for each letter of the alphabet.
20. List as many nouns in the room as you can.
21. List the mountain ranges of the U.S.
22. Write the twelve months of the year correctly. Stand up when you are finished.
23. Make a list of five things you do after school.
24. List one proper noun for each letter of the alphabet.
25. Write one kind of food beginning with each letter of the alphabet.
26. Name as many holidays as you can.
27. How far can you count and write down by 6’s?
28. Name as many balls as you can that are used in sports games.
29. List as many U.S. presidents as you can.
30. List all the work tools you can think of.

31. List as many models of cars as you can.
32. Name all the colors you know.
33. How many parts of an auto can you list?
34. How many animals can you list that begin with vowels?
35. List as many kinds of trees as you can.
36. Name as many countries of the world as you can.
37. List as many personal pronouns as you can.
38. List as many kinds of transportation as you can.
39. How many different languages can you name?
40. Write as many homonyms as you can (i.e. past-passed).
41. You have five children. Make up their five names.
42. Name as many things as you can that are made of cloth.
43. Name as many things as you can that you can wear on your head.
44. Name as many movie stars as you can (not T.V.).
45. List all the musical instruments that begin with "t".
46. Name as many T.V. game shows as you can.
47. Name as many politicians as you can.
48. Name as many breeds of dogs as you can.
49. Write the days of the week correctly in order. Stand up when you are finished.
50. List all the kinds of sandwiches that you can.
51. Scramble five spelling words, trade with someone, unscramble them.
52. List as many things as you can that make people the same.
53. List as many kinds of soup as you can.
54. List all the places you find sand.
55. List as many breakfast cereals as you can.