

Preparing for a Substitute

Cholla High Magnet School students are depending on substitute teachers to deliver instruction more frequently than ever. Regular classroom teachers are responsible (with students) for student achievement. Therefore, it is imperative for teachers to prepare clear, complete and articulate directions and lesson plans for substitute teachers.

Research tells us that the teacher is the single most important factor in student achievement. Effective teaching includes:

1. effective instructional strategies
2. standard based curriculum that facilitates student learning
3. effective classroom management techniques

It is imperative, that as the regular classroom teacher, you, provide whatever is needed by the substitute to allow a continuation (rather than an interruption) of the standards based curriculum for your students.

Please provide the following for substitute teachers:

1. Seating chart for each class period
2. A list of **Rules and Procedures** (that have been repeatedly reviewed with students) to help substitutes with effective classroom management. (It is recommended that there be no more than 7 items on your list.)
3. Rigorous and relevant **lesson plans** for each class period including but not limited to:
 - learning objectives (at least one language objective) to be shared with students
 - effective instructional strategies and how they should be implemented
 - resources needed to support learning
 - directions for the substitute teacher to assess learning
 - homework assignment that students can begin during class with a clear due date
4. A procedure to encourage the substitute teacher to give you detailed feedback. An example of questions for the substitute is on the next page entitled "**Substitute Feedback.**"

Remember: Over plan rather than under plan.

Have "fillers" prepared and available in case there is more class time.

Follow-up on minor discipline problems the substitute experienced.

Substitute Feedback

Please fill this out this feedback form for each class period in which you substitute.

Date _____ Period _____ Class _____

Substitute Teacher _____

1. Students absent:

Students tardy:

2. What part(s) of the lesson plan were accomplished? What things did not get done and why?

3. What positive comments can you make about this class?

4. What help did you give students during assignments? What may need to be retaught by the regular classroom teacher?

5. Please describe classroom behaviors:

Describe individual student discipline problems and follow-up you provided.

Thank you for your feedback.