



Responsibilities

Teachers • Administrators • Staff

The following chart outlines the responsibilities of Teachers, Administrators and Staff.

Everyone

- Talk with and assist all substitute teachers
- Provide substitutes with appreciation

Teachers

- Leave detailed lesson plans including all six essential components
- Complete and update individual Classroom SubFolder including Emergency Lesson Plans
- Build relationships with trusted substitutes
- Invite substitutes to come and observe the class prior to the assignment
- Outline rules and procedures for students prior to having a substitute
- Follow up with students, making them accountable after an absence

Administrators

- Introduce Responsibilities to faculty and staff
- Oversee the creation of a Site Plan
- Organize a Substitute Committee
- Distribute Classroom SubFolders and School SubBinders
- Provide Feedback Forms and follow up as needed
- Follow up on Site Plan
- Provide professional support and training
- Meet new substitutes in the school

Staff

- Complete School SubBinder
- Offer a friendly greeting with established check-in procedures