

THE SUBSTITUTE KIT

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Name: _____



THE
SUBSTITUTE TEACHER

INSTRUCTIONS KIT

The Substitute Teacher Instructions Kit organizes your lesson plans and daily classroom routines into an easy to follow and visually appealing package.

Substitute teachers deserve to have an ordered beginning to their day. Ensure their success in your classroom by using **The Substitute Teacher Instructions Kit!**

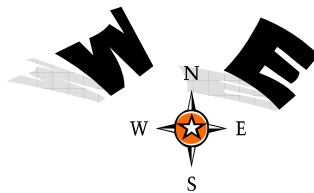
ISBN 0-9689702-2-2

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Substitute Teacher Instructions

Classroom Teacher: _____ Class: _____ Room: _____ Home Tel: _____

School: _____ Tel: _____ Fax: _____

Principal: _____

Vice Principal: _____

Secretary: _____

WHERE THINGS ARE:

Lesson Plans: _____

Keys: _____

Teacher's Binder: _____

Manuals/Curriculum Guides: _____

Long Range Plans: _____

Class List, Seating Plan: _____

Attendance Folder: _____

Photocopy Machine: _____ Access Number: _____

School Timetable: _____

Teacher Timetable: _____

Class Supplies: _____

The "Office" button: _____

Custodian's Room: _____

Audio Visual Equipment: _____

Staff Restroom: _____

Chalk, Pencils Paper, etc., _____

For additional help please contact this teacher: _____ Room: _____

Reliable students that can further assist you: _____

Teacher's Lounge/ Staff Room : _____

End of the Day Feedback

Thank you for teaching my class in my absence. Please take a moment to write a brief note summarizing your experience and what was accomplished.

Teacher: _____

It would be **helpful** next time if: _____

Absent Students: _____

Helpful Students: _____

Disruptive Students: _____

Class Behavior:

Class: _____	<input type="checkbox"/> courteous	<input type="checkbox"/> followed class rules	<input type="checkbox"/> needed reminders to remain on task
Class: _____	<input type="checkbox"/> courteous	<input type="checkbox"/> followed class rules	<input type="checkbox"/> needed reminders to remain on task
Class: _____	<input type="checkbox"/> courteous	<input type="checkbox"/> followed class rules	<input type="checkbox"/> needed reminders to remain on task
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Class: _____	<input type="checkbox"/> courteous	<input type="checkbox"/> followed class rules	<input type="checkbox"/> needed reminders to remain on task

Substitute Teacher's **Name:** _____

Date: _____

The Seating Plan

Room: _____



BACK

FRONT

Class: _____



BACK

FRONT

Class: _____

END OF THE DAY FEEDBACK



Thank you for teaching my class in my absence. Please take a moment to write a brief note summarizing your experience and what was accomplished.

Teacher: _____

Class behavior:

courteous

worked well

delightful!

needed reminders

uncooperative (see note)

disrespectful (see note)

All assigned work was:

completed

not completed (see note)

Absent Students: _____

Helpful Students: _____

Disruptive Students: _____

It would be **helpful** next time if: _____

Substitute Teacher: _____ **Date:** _____