

## **EXPECTATIONS FOR DISTRICT 181 SUBSTITUTES**

The following is a list of expectations for individuals who substitute in District 181. Failure to meet these expectations may result in the removal of the individual's name from the list of active substitutes.

### **SUBSTITUTES WILL:**

- Arrive on time and sign in with building secretary
- Make contact with grade level colleagues to receive any last minute changes to the day's schedule
- Review teacher's notes on individual children who leave the classroom for special services, medication, etc.
- Treat students with respect
- Maintain a safe and nurturing classroom environment
- Follow teacher's lesson plans
- Use classroom management techniques that are grade appropriate
- Locate emergency and fire evacuation plans for each assignment
- Make decisions that are student focused
- Exhibit a professional manner with students, staff and parents (example: appropriate dress, correct grammar usage and articulation, etc.)
- Adjust schedule and curriculum for unplanned events
- Provide appropriate learning activities
- Provide a summary for the absent teacher of the days events
- Secure the classroom before leaving

09/2017