

Guest Teacher's Responsibilities to the School and the Teacher

- Arrive at the school on time, unless you received a late call. Be sure to allow yourself time to read the lesson plan book and other necessary information. Report to the office upon arrival at the school. Sign in as directed.
- Dress in a professional manner.
- Introduce yourself to the secretary so that she/he can assist you in quickly obtaining any supplies and information you may need.
- Learn the correct attendance procedures for the particular school site.
- Read the lesson plan book, and/or yellow substitute folder, which contains the important information you should know. Clip all notes from parents to the lesson plan book. Notes that seem to need immediate attention should be sent to the office after making a copy for the teacher.
- Take teacher's yard duty and other assigned tasks, unless excused by the principal or his/her designee.
- Note lesson assignments, and follow them as closely as possible. Where it is not possible to follow the plans, make detailed notes of changes to inform the teacher.
- Be prepared with alternative activities for students who finish assignments early.
- When a teacher is absent for several days, use teacher manuals (where available) in preparing lesson plans. Ask for help from the principal and/or other teachers to assure lessons are planned so that they follow the regular course of study.
- At the end of the day leave a brief summary of the work, complete or not, events of the, and any unusual problems that occurred. Correct papers if directed to do so by the teacher.
- Keep all notices/bulletins received, and leave them in the lesson plan book where the teacher may review them. Do not remove mail from the teacher's box except under the direction of the secretary.
- Refer all parent concerns or conferences to the office.
- Ask the principal, neighboring teacher, or teacher-in-charge for help on any particular problem that you cannot solve satisfactorily with the information you have available.
- Please leave the room as you found it. Be certain that lights are off and classroom windows and doors are locked before you leave.
- **Complete the Substitute Teacher Comments Form and give to the site principal before leaving.**
- **Return the key and report to the secretary before leaving!**