

Table of Contents

Preface	v
Chapter One: Who Wants to Sub?	1
Good Qualities in a Sub.....	1
Benefits.....	3
Drawbacks.....	4
Chapter Two: Getting Started	5
Getting Licensed.....	5
Background Checks and Vaccinations.....	6
Orientation.....	6
Checklist for Becoming a Licensed Substitute Teacher.....	7
Getting Sub Jobs.....	9
Packing Your Sub Bag.....	9
Chapter Three: Starting Your First Day	11
The Day Before the Big Day.....	11
Appropriate Dress.....	11
Arriving at School.....	12
In the Room.....	12
Start of the Day.....	13
Getting Started on the Lesson.....	14
Chapter Four: Finding Your Way With Lesson Plans	16
Reading Assignments.....	16
Worksheets.....	16
Educational Programs.....	17
Quizzes/Tests.....	17
Elementary Level Lesson Plans.....	18
Failed Lesson Plans.....	18
No Lesson Plans.....	18
Filling Time.....	19
Chapter Five: Additional Duties	20
Lunch Duty.....	20
Study Hall.....	20
Recess.....	21
Hall/Parking Lot Monitor.....	22
Chapter Six: Discipline and Behavior Issues	23
Teacher Behavior.....	23
Elementary Discipline and Structure.....	23
Seating Charts and “Name Games”.....	24
Maintaining Order.....	25
Your Classroom for the Day.....	27
Rewards for Good Behavior.....	27
Warnings and Consequences.....	28
Lack of Motivation.....	29
Insolent Behavior.....	29
Cheating.....	30
Support from the Administration.....	30

Chapter Seven: Other Practicalities.....	31
First Aid.....	31
Fire Drills.....	31
Teacher’s Desk.....	32
Bathroom Breaks and Hall Passes.....	32
Expect the Unexpected.....	33
Chapter Eight: Your Needs During the Day.....	34
Lunch Time.....	34
Bathroom Breaks.....	34
Snacks.....	34
Planning Periods.....	35
Other Down Time.....	35
Chapter Nine: Ending Your First Day.....	37
Wrapping Up.....	37
Leaving a Note for the Teacher.....	37
Your Final Tasks.....	38
Back Home.....	38
Chapter Ten: Non-Traditional Teaching Assignments.....	39
Librarian.....	39
Computing/Keyboarding.....	40
Physical Education.....	40
Art.....	41
Music.....	41
Special Education.....	42
Go For It!.....	43
Appendix A: Favorite Classroom Games.....	44
Appendix B: Teacher Resource Websites.....	46
Appendix C: Daily Report Form.....	47