

New Substitute Teacher Orientation Tips

DOs	DONT's
Take attendance	Do not touch students in any way.
Follow Lessons Plans	Do not use cell phones in classroom.
Communicate with Department Director, Assistant Principal, Dean if you have questions	Do not give food or administer medication to students.
Review your Licensure on a yearly basis to stay current	Do not promote your own business.
Contact the Sub Coordinator with any problems (no lesson plans, wrong classroom number, etc...)	Do not leave the students unsupervised in the classroom at any time for any reason.
Be available and easily accessible during the free periods of your work day	
Remember to pick up your schedule and to cover all classes assigned.	
Do call security to escort students to the Dean's Office	

Please be respectful in how you communicate and interact with our students. Recognize that we all come from different backgrounds and are unique in our own way.

Build professional relationships with teachers and administrators.

Remember that your employment with District 219 is on at-will basis. If you no longer want to be a substitute teacher for our District, please send written notification to HR.