

Substitute Teacher Checklist

Simple Dos and Don'ts



Do...

- ✓ Find a fun way to introduce yourself to students.
- ✓ Ask students to put away phones and other electronic devices if they are not part of the learning.
- ✓ Ask teachers and/or administrators for help if you need it.
- ✓ Attempt to follow the lesson plan if there is one.
- ✓ Leave a note for the teacher, letting them know how each class went.
- ✓ Get students to hand out worksheets and do other classroom chores.
- ✓ Have a few backup activities planned in case you get through the lesson plans before the end of class.
- ✓ Try to bond with students, whether you're their teacher for a day, a week, or a month.
- ✓ Reward good behavior with a game or fun activity.
- ✓ Use 2-3 minute activities to calm or energize the class as needed.
- ✓ Encourage students to teach each other.
- ✓ Tell students at the end of class how much you enjoyed working with them.



Don't...

- ✗ Be afraid to set your ground rules.
- ✗ Tell students whose first language is not English to speak in English.
- ✗ Stress if you don't get to everything in the lesson plan, especially if students are engaging productively in a single part of the lesson. Most teachers purposely overplan to give subs options.
- ✗ Praise students for being smart. Rather, praise them for showing effort. This shows that intelligence is something you can develop rather than something you are born with.

