



Structuring Success for Substitutes

**A Guide for
Administrators and Teachers**

Randy Sprick, Ph.D.

INCLUDES A
COMPLETE COPY OF
Stepping In
FOR YOUR REFERENCE

Table of Contents

Introduction	1
Section 1: Creating a Substitute Teacher Guidance and Support Plan	5
<i>Option A: Develop a Districtwide Plan</i>	5
<i>Option B: Develop a Schoolwide Plan</i>	9
<i>Option C: Develop a Plan to Be Used by Interested Teachers and Substitutes Only</i> ..	12
Section 2: Using the Decision Guide	13
<i>Issue 1: Establish Terminology for Referring to Substitute Teachers</i>	14
<i>Issue 2: Establish Consequences for Inappropriate Student Behavior</i>	15
<i>Issue 3: Teach Students About Substitutes</i>	16
<i>Issue 4: Prepare a Letter from the Teacher to Students</i>	17
<i>Issue 5: Ask Substitutes to Submit End-of-Day Reports to Classroom Teachers</i> ...	18
<i>Issue 6: Provide Substitutes with Adequate Information</i>	19
<i>Building Information to Provide</i> 21	
<i>Classroom Information to Provide</i> 21	
<i>Issue 7: Make Substitutes Feel Welcome</i>	24
<i>Issue 8: Schedule Administrator or Teacher Visits</i>	25
<i>Issue 9: Evaluate Substitute Performance</i>	26
<i>Issue 10: Collect Feedback from Substitutes</i>	27
<i>Issue 11: Keep Policies Current</i>	28
Section 3: The Substitute Teacher Guidance and Support Plan	29
<i>Policy 1: Terminology for Referring to Substitute Teachers</i>	29
<i>Policy 2: Consequences for Inappropriate Student Behavior</i>	30
<i>Policy 3: Teaching Students About Substitutes</i>	31
<i>Policy 4: Letter from Teacher to Students</i>	31

<i>Policy 5: Substitute End-of-Day Report to Classroom Teacher</i>	31
<i>Policy 6: Providing Adequate Information to Substitutes</i>	32
<i>Policy 7: Making Substitutes Feel Welcome</i>	35
<i>Policy 8: Scheduling Administrator or Teacher Visits</i>	35
<i>Policy 9: Evaluating Substitute Performance</i>	35
<i>Policy 10: Collecting Feedback from Substitutes</i>	36
<i>Policy 11: Keeping Policies Current</i>	36
Section 4: Sample Lesson Plans: Teaching Students About Substitutes	37
<i>Lesson Plan 1: Having a Substitute Teacher in the Classroom</i>	37
<i>Lesson Plan 2: What It's Like to Be a Substitute Teacher</i>	39
<i>Lesson Plan 3: Your Thoughts on Substitute Teachers</i>	41
<i>Reproducible 4.1 Substitute Teacher Questionnaire</i>	42
Section 5: Additional Tools	43
<i>Reproducible 5.1: Letter from Teacher to Students</i>	44
<i>Reproducible 5.2a: End-of-Day Report, Elementary (Version 1)</i>	45
<i>Reproducible 5.2b: End-of-Day Report, Elementary (Version 2)</i>	46
<i>Reproducible 5.2c: End-of-Day Report, Secondary</i>	47
<i>Reproducible 5.2d: End-of-Day Report (Additional Comments)</i>	48
<i>Reproducible 5.3a: Substitute Teacher Performance Evaluation (by Administrator or Mentor)</i>	49
<i>Reproducible 5.3b: Substitute Teacher Performance Evaluation (by Classroom Teacher)</i>	50
<i>Reproducible 5.4: Substitute Teacher Feedback (How'd We Do?)</i>	51
<i>Reproducible 5.5a: School Information for Substitute Teachers, Elementary</i>	52
<i>Reproducible 5.5b: School Information for Substitute Teachers, Secondary</i>	55
Section 6: Sample Substitute Notebook	59
References	79