

Substitute Guidelines

Below is a basic guide to follow before, during, and after your assignments to help you to achieve success in the classroom. Please keep these things in mind while working.

- *Report to the school's office on time (or early) for your assignments. You will be directed to your designated classroom and given any additional information for the assignment.*

No classroom should ever be without a teacher! If a substitute teacher is late, or does not show up for their assignment, it puts the school in a position they do not want to be in, and will cause them to have to find a replacement in a rush. Allow time for you to get settled in and prepared for the day. This will help you stay organized and ready for anything that comes your way. If you are running late for an assignment, please call the school ASAP, have the school's phone number handy.

- *Make yourself aware of school policies and procedures.*

One of the most important procedures to be aware of is the school's emergency procedure. Also, hall passes and bathroom breaks are something that can come up frequently throughout the day; know what to do when a child asks to leave the classroom. Scheduling and attendance policies are also important. Ask the office staff if there are any specific sub policies for you to follow.

- *Ask questions. Communication with administrators is important.*

All MEP Services schools have a tremendously friendly and welcoming staff. If you have any questions, please ask for help. The employees around you deal with all the same situations you may have on a daily basis, they are the experts!

- *Stay in control of the classroom.*

It is your job to manage and instruct the classroom you are assigned to. Leave no child unattended and be aware of what is happening in your classroom at all times! You are responsible for the safety and education of the children in your class. If you feel as though you cannot handle a situation, ask for help! Stay organized.

- *Leave the classroom looking great.*

Upon completion of your assignment, be sure to organize and clean any messes that were made. If you'd like to leave any notes or comments for the teacher, please feel free! You may also add your feedback to the assignment in AESOP.

**This is only a basic guide from MEP Services; each school will have different and more specific policies and procedures you must follow.