

Substitute Teacher Guidelines

Dear Substitute Teacher,

We are pleased to welcome you to our school. As a substitute teacher, you play a vital role in maintaining a positive learning environment. Below are some guidelines to help you during your time with us:

Before Class

- Arrive at least 15 minutes early to familiarize yourself with the classroom and materials.
- Review the lesson plans and any special instructions left by the regular teacher.

During Class

- Start class on time and take attendance.
- Maintain classroom rules and encourage positive behavior.
- Engage students in the lesson and provide assistance as needed.

End of Class

- Ensure students complete their assignments and understand what is expected of them.
- Leave a brief note for the regular teacher commenting on the day's activities and student behavior.

Thank you for your dedication and effort in providing a quality learning experience for our students. We appreciate your hard work!

Sincerely,

The Administration Team