

HOW TO SURVIVE SUBSTITUTE TEACHING

1. **MAKE SURE YOU SIGN IN:** Write signature on Sign-in Sheet (in Main Office) before heading to your assigned room.
2. The emergency number to the main office of **EVERY School is 1000.** Call this number for emergencies, security, behavior problems and questions.
3. **EMERGENCY LESSON PLANS:** If there are no lesson plans in the room, call the Main Office (1000) and ask if the plans were left there or if there are emergency plans:
 - For grades K-4, talk with grade level neighbor teachers for suggestions and /or use the materials in the room to make your own lessons.
 - For grades 5-12, Use the period as a Study Hall. Take attendance, have students work on homework, talk quietly
4. **Be Prepared: Make Grade/Age Appropriate Worksheets:** Once you have accepted an assignment, make your own worksheets or get something off the internet appropriate for your assignment and bring it with you. You can make copies at school before the students arrive. Students will get out of control if they have nothing to do so it's best to be prepared if the teacher hasn't left work for the students.
5. **BEHAVIOR MODIFICATION SUGGESTIONS:**

Introduce Yourself: Hello, my name is_____ . **I AM** your **TEACHER** today.

Let the **students know YOUR rules/procedures** (choose only 1-3)
*Suggestions: #1 Respect yourself and others; #2 Remain seated; #3 Complete ALL assignments, ETC.

6. Have **each student make a nameplate** (use post-it's, index cards, $\frac{1}{2}$ sheet of paper) to place on his/her desk. Best to know student's names for better class control.

7. **Nameplates** may also be **used to tally positive behavior points**:

If students follow your rules/procedures throughout the class, positive tally marks will be given.

Students who receive 3-5 (YOU choose) points by the end of class, will receive a reward (extra free time, school positive behavior tickets, homework passes, listen to music, a piece of candy). Only choose a reward YOU can give.

IMPORTANT PHONE NUMBERS:

Robert Jenkins, SU/B President - SU/B Cell 716-370-5858; 44rwjenkins@gmail.com

Chris Salamone, SU/B VP, Grievance Chair 716-348-6113

Sub Desk 816-3515

Payroll 816-3539

Service Center, Bailey Ave. 816-3027 (School ID)

E-mail as a Sub, ithelpdesk@buffaloschools.org, 816-3510

MAIN OFFICE OF EVERY SCHOOL 1000 (Security, behavior, questions)

All important notifications to our membership will be posted on Frontline, and our website: www.substitutesunitedofbuffalo.org.

They are also sent to your personal email address on file. If your email address changes, please be sure to notify us immediately!