

## **Substitute Teacher - A Day in the Life**

What is it like to be a substitute teacher at Hopkins Public Schools? The following will give you the answer to that very question.

Being a substitute teacher is a wonderful opportunity for a variety of reasons:

- If you're looking for full time employment, your work ethic will be noticed by staff and administrators
- If you're looking for excellent flexibility, it allows you to work only when it's convenient for you
- If you're looking for school involvement at your childrens' school, it gives you the opportunity to know the teachers, students, and environment where your child spends his/her day
- Its flexible not only in how often you choose to work, but with which age groups and settings
- If you love working with kids and sharing your love of learning, you will find opportunities every day to connect with children in a genuine and caring way.

Here is what you can expect in a day of substitute teaching:

Arrival - Check in with the building secretary. She will give you materials:

- A lesson plan, or an indication that it's on the teacher's desk
- A sub folder possibly with information about the building, the expectations, and emergency procedures
- Middle and High School - an attendance sheet for marking absences and tardies by hour
- Middle and High School - a key for the classroom and possibly a staff bathroom key
- A Guest Teacher name tag to wear for the day

Arrival to the classroom -

- Locate the lesson plan for the day
- Go through the pile of materials and preview any lessons you will be teaching
- Check around the room for things like a classroom calendar with participation spots, a behavior chart, classroom jobs, classroom behavior expectations, etc.

As the day begins -

- Greet students at the door
- Make an effort to learn and use the students' names
- Introduce yourself and tell something about yourself
- Follow the lesson plan to the best of your ability
- Ask other grade-level teachers, paraprofessionals, or neighboring teachers any questions you have or for help finding materials around the classroom
- Most importantly, enjoy knowing that you have an awesome opportunity to make a student's day with your encouragement, kind words and smiles!

### Break times -

- Lunch and recess (elementary) are break times for you.
- Staff lunchrooms may have:
  - A door code: see building administrator
  - A key - high school classroom key
  - No special access - middle school
- You can use these times to look over lessons, locate materials, grade papers if you wish, make copies of extras if you need them. (Ask other teachers or use the internet for extra materials as needed.)

### Behaviors

- Most students will do their best for you and many who don't have underlying reasons why they can't meet behavioral expectations.
- Using a quiet voice will de-escalate a lot of behaviors, even with the older kids. If it's necessary to stop unwanted behavior, check the sub folder for expectations
- Middle and High Schools have a Student Responsibility Center for handling disruptive students. Sometimes a referral form is left but you can always just send them.
- Elementary schools will have more information in the lesson plans or sub folder. As a last resort, students can be sent to the office.
- Many substitute teachers have commented that the behaviors they see at Hopkins Public Schools are minimal compared to other districts. We have great kids here!

### At the end of the day

- Leave notes for the teacher to let him/her know how the day went. If there were behavior problems, don't be afraid to mention it; they are surely aware already. If something didn't get finished or someone was extra helpful, those are also good things to note.
- Return items to the office (keys, sub folders, attendance slips, etc.)

### Other things you might like to know about substitute teaching

- Michigan requires substitute teachers to have 60+ credit hours from an accredited college. They do not need to be in any particular subject.
- You will not be expected to know how to do difficult math, science, grammar, etc.
- The start-up process requires a permit through the state of Michigan, which is \$45 per year, and fingerprinting, which costs \$60. There is also a background check, application process and a list of tutorials to watch.
- You will find and choose jobs on a free app, as well as mark any days you are unavailable to work. It's simple to use.

For more information contact EduStaff at 877.974.6338 or visit <https://www.edustaff.org/>