

## Jefferson County High School

### SUBSTITUTE TEACHER CHECKLIST

Days that you are absent should not be days that are lost in terms of instruction. Planning and preparation can prevent that from taking place. If you are ill and need a substitute for the day, contact certified teachers first if at all possible. **Substitute teachers should be contacted from the current month's substitute list only.** The following information should be provided for a substitute teacher whenever a teacher is absent. A folder should be kept for the substitute to include the following information:

1. Lesson plans or emergency lesson plans (specific for each class taught)
2. Class rosters
3. Attendance reporting procedures and attendance card location (1st period only)
4. Seating charts if available
5. List of special need students (who may complete assignments in Special Education Room 425)
6. List of possible disciplinary problems
7. Name of responsible assistant principal for disciplinary referrals
8. Names of students with medical problems with emergency instructions
9. Names of students and teachers on whom substitute can depend upon for assistance
10. Names and duties of clerical aides and peer tutors
11. Names of any drivers education students assigned and driving schedule
12. Location of room key (or who will open the classroom)
13. Location of calculators, textbooks, and teacher textbook editions
14. Lunch period for class
15. Planning period
16. Specific homework assignment as appropriate

