

# Guide to Totally Awesome

## Substitute Lesson Plans



### Ultimate Substitute Lesson Plan Checklist

*Be certain to include...*

- ✓ Provide a detailed lesson plan or checklist for your substitute to follow and share with students. *Template provided on the staff weebly.*
- ✓ Your class schedule with times.
- ✓ Class rosters and seating charts. *Remember the picture feature on PowerSchool.*
- ✓ Routines and procedures for your classroom.
- ✓ Identify helpful students and staff for support. *Include important phone extensions.*

### Tips and Tricks of the Trade

Write a letter to your students outlining your expectations and assignment guidelines.

Establish the expectation that all work is to be turned in at the end of class.

Incorporate formative and summative assessments.

Have an additional assignment ready if students finish earlier than expected.

Include a checklist for students to work at their own pace.

Ensure you have all resources available that students will need.  
e.g. reserving laptops  
textbooks

**ALWAYS** overplan

Graphic organizers are a teachers best friend.

Remember: too much down time can lead to undesirable behaviors.

### A Few Fabulous Resources to Use



### Reflection Questions

Did I prepare enough work for the time allotted for class?

*I have a double period, did I provide enough work for both class periods?*

Did I establish clear expectations for completing and turning in work?

*Have I laid the groundwork for behavior expectations with my students to have a productive class period?*

*Have I provided opportunity for student choice?*