

# THE SUBSTITUTE KIT

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Name: \_\_\_\_\_



THE  
SUBSTITUTE TEACHER

# INSTRUCTIONS KIT

**The Substitute Teacher Instructions Kit** organizes your lesson plans and daily classroom routines into an easy to follow and visually appealing package.

Substitute teachers deserve to have an ordered beginning to their day. Ensure their success in your classroom by using **The Substitute Teacher Instructions Kit!**

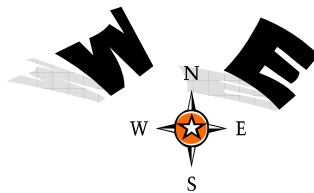
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# Substitute Teacher Instructions

Classroom Teacher: \_\_\_\_\_ Class: \_\_\_\_\_ Room: \_\_\_\_\_ Home Tel: \_\_\_\_\_

School: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Principal: \_\_\_\_\_

Vice Principal: \_\_\_\_\_

Secretary: \_\_\_\_\_

## WHERE THINGS ARE:

Lesson Plans: \_\_\_\_\_

Keys: \_\_\_\_\_

Teacher's Binder: \_\_\_\_\_

Manuals/Curriculum Guides: \_\_\_\_\_

Long Range Plans: \_\_\_\_\_

Class List, Seating Plan: \_\_\_\_\_

Attendance Folder: \_\_\_\_\_

Photocopy Machine: \_\_\_\_\_ Access Number: \_\_\_\_\_

School Timetable: \_\_\_\_\_

Teacher Timetable: \_\_\_\_\_

Class Supplies: \_\_\_\_\_

The "Office" button: \_\_\_\_\_

Custodian's Room: \_\_\_\_\_

Audio Visual Equipment: \_\_\_\_\_

Staff Restroom: \_\_\_\_\_

Chalk, Pencils Paper, etc., \_\_\_\_\_

For additional help please contact this teacher: \_\_\_\_\_ Room: \_\_\_\_\_

Reliable students that can further assist you: \_\_\_\_\_

Teacher's Lounge/ Staff Room : \_\_\_\_\_

# End of the Day Feedback

**Thank you** for teaching my class in my absence. Please take a moment to write a brief note summarizing your experience and what was accomplished.

Teacher: \_\_\_\_\_

---

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It would be **helpful** next time if: \_\_\_\_\_

**Absent** Students: \_\_\_\_\_

**Helpful** Students: \_\_\_\_\_

**Disruptive** Students: \_\_\_\_\_

## Class Behavior:

Class: _____	<input type="checkbox"/> courteous	<input type="checkbox"/> followed class rules	<input type="checkbox"/> needed reminders to remain on task
Class: _____	<input type="checkbox"/> courteous	<input type="checkbox"/> followed class rules	<input type="checkbox"/> needed reminders to remain on task
Class: _____	<input type="checkbox"/> courteous	<input type="checkbox"/> followed class rules	<input type="checkbox"/> needed reminders to remain on task
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Class: _____	<input type="checkbox"/> courteous	<input type="checkbox"/> followed class rules	<input type="checkbox"/> needed reminders to remain on task

Substitute Teacher's **Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# The Seating Plan

Room: \_\_\_\_\_



BACK


FRONT

Class: \_\_\_\_\_



BACK


FRONT

Class: \_\_\_\_\_

# END OF THE DAY FEEDBACK



**Thank you** for teaching my class in my absence. Please take a moment to write a brief note summarizing your experience and what was accomplished.

Teacher: \_\_\_\_\_

**Class behavior:**

courteous

worked well

delightful!

needed reminders

uncooperative (see note)

disrespectful (see note)

**All assigned work was:**

completed

not completed (see note)

**Absent Students:** \_\_\_\_\_

**Helpful Students:** \_\_\_\_\_

**Disruptive Students:** \_\_\_\_\_

It would be **helpful** next time if: \_\_\_\_\_

Substitute Teacher: \_\_\_\_\_ **Date:** \_\_\_\_\_



Dear Teacher,

**IF YOU LIKE WHAT YOU HAVE SEEN** in this book, would you mind also having a look at my other resources at [www.TimesaversForTeachers.com](http://www.TimesaversForTeachers.com)? For your convenience, direct links have been added for you below.

Several of the books are “**interactive**” which means that you can actually TYPE the information directly onto the forms and SAVE your work, but to do this you need to have Adobe Acrobat installed on your computer (*older versions are ok*).

**The Teacher’s Binder:** World’s largest collection of often used classroom forms.

*Non-interactive version:* [http://www.timesaversforteachers.com/index\\_page0006.htm](http://www.timesaversforteachers.com/index_page0006.htm)

*Interactive version:* [http://www.timesaversforteachers.com/index\\_page0006.htm](http://www.timesaversforteachers.com/index_page0006.htm)

**Report Card and IEP Comments:** 1830 ready-to-use comments, logically organized for ease of use.

*Direct link:* [http://www.timesaversforteachers.com/index\\_page0072.htm](http://www.timesaversforteachers.com/index_page0072.htm)

**1000 Quick Writing Ideas:** Motivate students to begin writing by giving them **1000** writing ideas and prompts!

*Direct link:* [http://www.timesaversforteachers.com/index\\_page0005.htm](http://www.timesaversforteachers.com/index_page0005.htm) (*language forms included*)

**Substitute Teacher Instructions Kit:** Organize substitute teacher instructions effectively and thoroughly!

*None-Interactive:* [http://www.timesaversforteachers.com/index\\_page0007.htm](http://www.timesaversforteachers.com/index_page0007.htm)

*Interactive version:* [http://www.timesaversforteachers.com/index\\_page0007.htm](http://www.timesaversforteachers.com/index_page0007.htm)

**The Essay Writing Kit:** Helps make common essay planning and writing tasks simpler and far less frustrating for students.

*Printable:* [http://www.timesaversforteachers.com/index\\_page0084.htm](http://www.timesaversforteachers.com/index_page0084.htm)

*Interactive:* [http://www.timesaversforteachers.com/index\\_page0084.htm](http://www.timesaversforteachers.com/index_page0084.htm)

**Spelling Activities for Spelling Lists:** printable, visually attractive spelling activities, ready for use.

*Direct link, click here:* [http://www.timesaversforteachers.com/index\\_page0074.htm](http://www.timesaversforteachers.com/index_page0074.htm)

**Classroom Awards, Certificates and Passes:**

*Printable:* [http://www.timesaversforteachers.com/index\\_page0061.htm](http://www.timesaversforteachers.com/index_page0061.htm)

*Interactive:* [http://www.timesaversforteachers.com/index\\_page0061.htm](http://www.timesaversforteachers.com/index_page0061.htm)

**Math Timesavers:** collection of difficult-to-find, often-used forms, masters and reproducible sheets for a K-8 class.

*Direct link:* [http://www.timesaversforteachers.com/index\\_page0020.htm](http://www.timesaversforteachers.com/index_page0020.htm)

**Just Multiply It:** Teach your students the multiplication facts in a fun, quick, organized, and visually appealing way!

*Direct link:* [http://www.timesaversforteachers.com/index\\_page0031.htm](http://www.timesaversforteachers.com/index_page0031.htm)

**Just Teach It:** Fun end-of-the-year language unit - students research, prepare and teach classmates - very popular.

*Direct Link:* [http://www.timesaversforteachers.com/index\\_page0052.htm](http://www.timesaversforteachers.com/index_page0052.htm)