

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!**

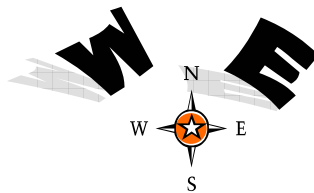
ISBN 0-9689702-2-2

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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 : _____

The Seating Plan

Room: _____



BACK

FRONT

Class: _____



BACK

FRONT

Class: _____



Dear Teacher,

IF YOU LIKE WHAT YOU HAVE SEEN so far, please see other resources at www.TimesaversForTeachers.com? Direct links have to different resources have been added for you below. **Interactive** versions are also available where you may actually TYPE information directly on the forms and SAVE work.

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

Click here: www.timesaversforteachers.com/report-card-comments also visit www.TeacherReportCardComments.com

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

Non-interactive version: www.timesaversforteachers.com/teachers-binder

Interactive version: www.timesaversforteachers.com/teachers-binder

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

Click here: www.timesaversforteachers.com/1000-quick-writing-ideas (*language forms included*)

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

None-Interactive: www.timesaversforteachers.com/substitute-teacher-kit

Interactive version: www.timesaversforteachers.com/substitute-teacher-kit

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

Printable: www.timesaversforteachers.com/essay-writing-kit

Interactive: www.timesaversforteachers.com/essay-writing-kit

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

Click here: www.timesaversforteachers.com/spelling-activities-for-spelling-lists

Classroom Awards, Certificates and Passes:

Printable: www.timesaversforteachers.com/classroom-awards

Interactive: www.timesaversforteachers.com/classroom-awards

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

Click here: www.timesaversforteachers.com/math-timesavers

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

Click here: www.timesaversforteachers.com/just-multiply-it

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

Click here: www.timesaversforteachers.com/just-teach-it

TIMESAVERS for TEACHERS.com: www.TimesaversForTeachers.com

TEACHER REPORT CARD COMMENTS.com: www.TeacherReportCardComments.com