

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 : _____



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