

THE SUBSTITUTE KIT

By: STEVAN KRAJNJAN

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!**

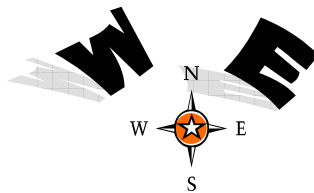
ISBN 0-9689702-2-2

© Stevan Krajnjan



Table of Contents

Table of Contents	1
How to use this book	2
The Binder Cover Page Insert.....	3
Binder Spine Labels	4
Dear Substitute Teacher	5
Substitute Teacher Instructions	6
School Timetable	7 - 8
Daily Routines.....	9
Additional Instructions.....	10
Emergency Procedures	11
School Discipline Policy.....	12
The Seating Plan	13 - 17
Special Needs Students	18
Class List	19 - 23
Class List (Special Education)	24
Student Functioning Levels	25
Bus Students.....	26
Lesson Plan	27 - 33
Homework Not Done	34
Incident Report Sheet	35 - 36
Student Anecdotal	37
End of the Day Feedback	38 - 45
Library Pass	46
Hall Pass	47
Student of the Day	48
Thank You!	49 - 50
Leaving the Room?	51
Timesaving Substitute Tips	52
Blank Table	53



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,

Below is a list of the rest of the practical, timesaving books that are available at www.TimesaversForTeachers.com. Some of them are not only printable, but also “interactive”. This means that you can literally TYPE information directly onto the pages and then SAVE as a new file. “Life is too short to waste time”

Teacher’s Binder: Huge collection of high quality, printable, interactive, often-used classroom forms, sheets and handouts that help teachers with classroom management tasks and paperwork while saving time (256 pages).

Printable and Interactive, Click HERE: www.timesaversforteachers.com/teachers-binder

Report Card and IEP Comments: 180 page collection of 1,830 report card comments for teachers, organized according to subject, topic, length, positive/negative nature.

Click HERE: www.timesaversforteachers.com/report-card-comments

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: Organizes substitute teacher instructions effectively and thoroughly!

Printable and Interactive, Click HERE: www.timesaversforteachers.com/substitute-teacher-kit

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

Printable and Interactive, Click HERE: 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: This book contains exactly what the title suggests.

Printable and Interactive, Click HERE: www.timesaversforteachers.com/classroom-awards

Math Timesavers: collection of difficult-to-find, often-used forms, masters and reproducible sheets for a 1-8 class.

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

Just Multiply It: Teaches students 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