

# 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,

Below is a list of the rest of the practical, timesaving books that are available at [www.TimesaversForTeachers.com](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.timesaversforteachers.com/just-teach-it)*