

Substitute Teacher Assignment Log




Day/Date	School Site/Phone	Contact (Office Manager/Secretary)	Assignment (Teacher/Grade)	Job Number
Notes				


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Substitute Teacher Job Log

Date		Day		Time	
School		Grade		Teacher	
Phone	Start Time	End Time	Length of Assignment (Days)		
Address					
Notes					
					

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School		Grade		Teacher	
Phone	Start Time	End Time	Length of Assignment (Days)		
Address					
Notes					
					

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School		Grade		Teacher	
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Daily Checklist

At home

- School information

School name _____

Address _____

Telephone _____

Teacher _____

Grade _____ Room _____

Job number _____

- Backpack/materials/supplies
 Clothes laid out
 Water, snacks, and lunch



On arrival at school

- Sign in at school office.
 Pick up keys.
 Get schedule and note any changes.
 Get map or directions to assigned classroom.
 Get map or directions to teacher lounge, copy room, and nurse's office.
 Find out where to pick up and dismiss students.

In the classroom

- Review plans/instructions.
 Unpack; organize.
 Write name and date on board.
 Locate needed supplies (scissors, etc.).
 Meet neighboring teacher(s).

At the end of the day

- Thank class; distribute rewards.
 Clean room (leave it as you found it).
 Leave feedback note.
 Write down personal information.
 Return keys to office.
 Sign out at office.
 Leave personal information at office.

Daily Checklist

At home

- School information

School name _____

Address _____

Telephone _____

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Grade _____ Room _____

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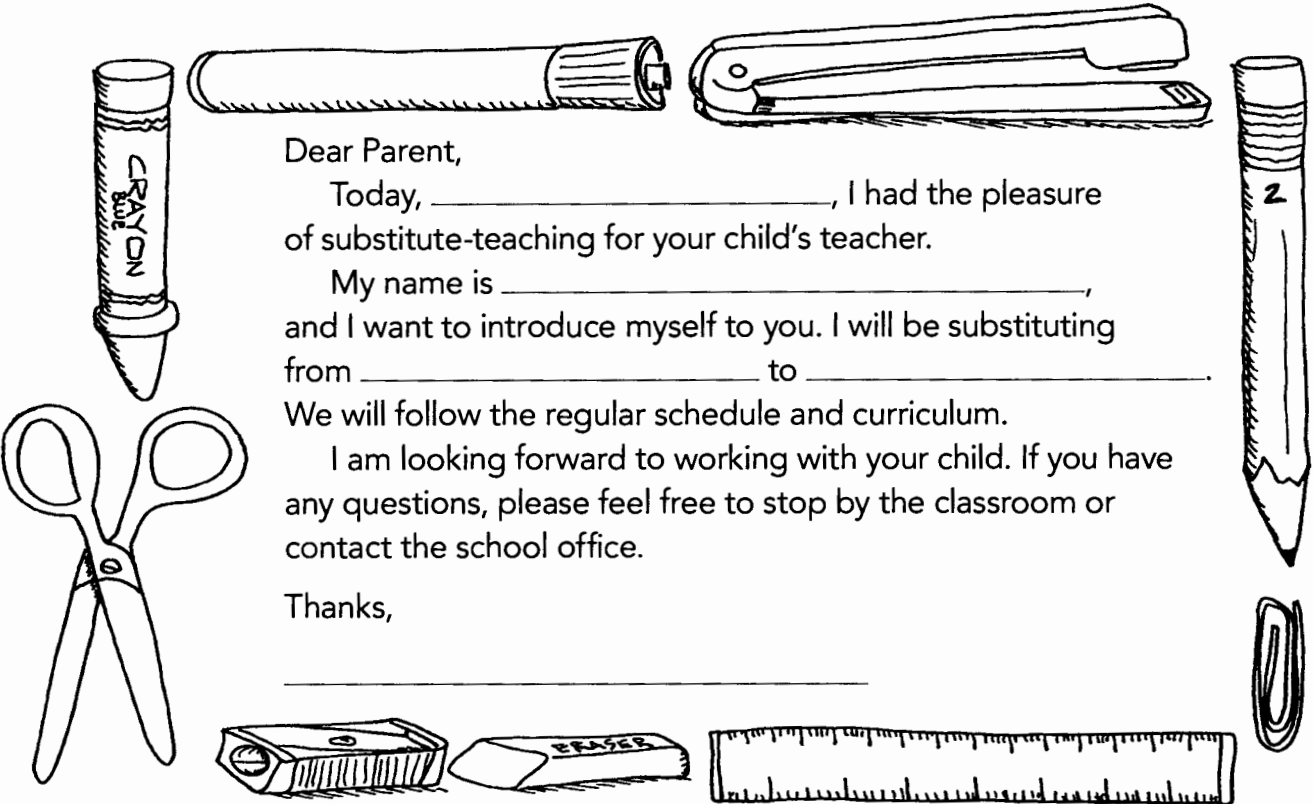
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Parent Letter 2



Dear Parent,

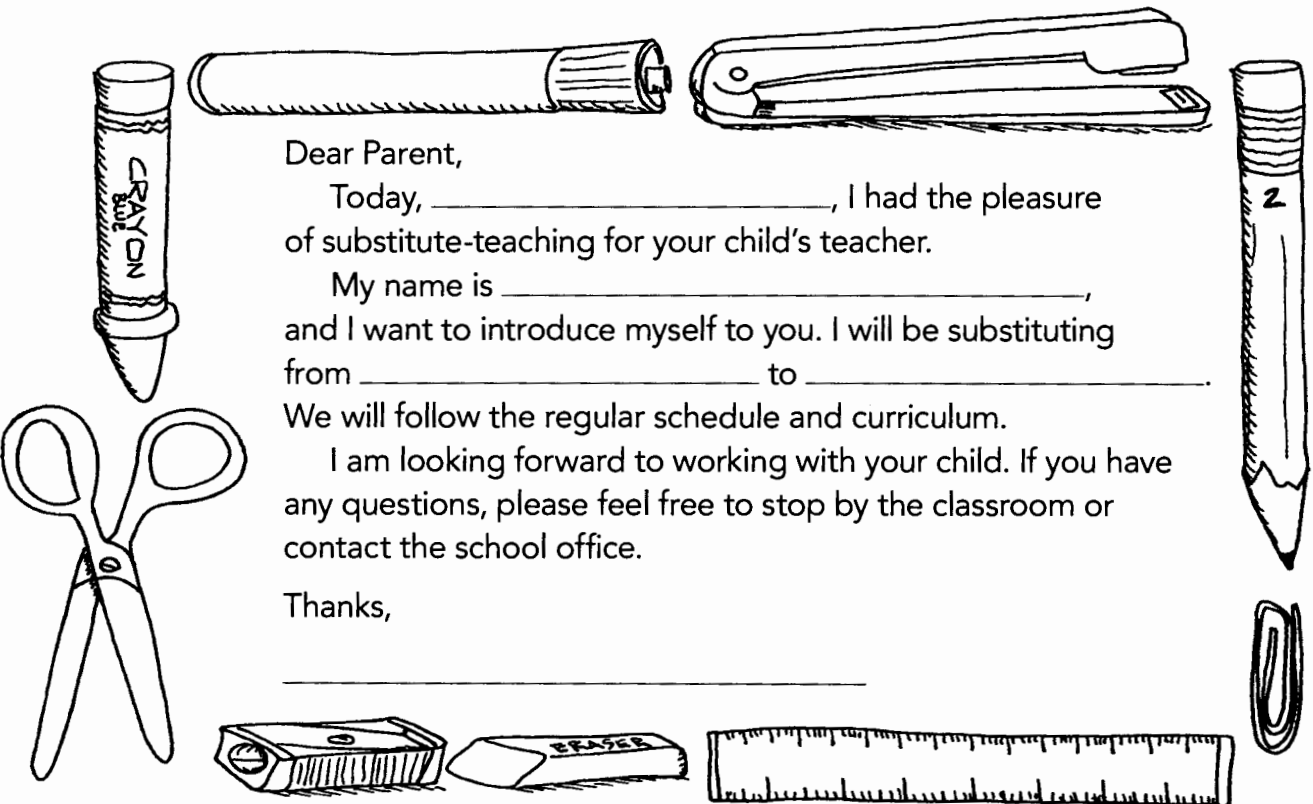
Today, _____, I had the pleasure of substitute-teaching for your child's teacher.

My name is _____, and I want to introduce myself to you. I will be substituting from _____ to _____.

We will follow the regular schedule and curriculum.

I am looking forward to working with your child. If you have any questions, please feel free to stop by the classroom or contact the school office.

Thanks,



Dear Parent,

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My name is _____, and I want to introduce myself to you. I will be substituting from _____ to _____.

We will follow the regular schedule and curriculum.

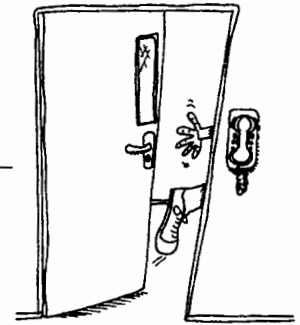
I am looking forward to working with your child. If you have any questions, please feel free to stop by the classroom or contact the school office.

Thanks,

Classroom Log

Substitute Teacher _____ Date _____

Print your name and destination.
Record the time when you leave the classroom and when you return.
Thank you!

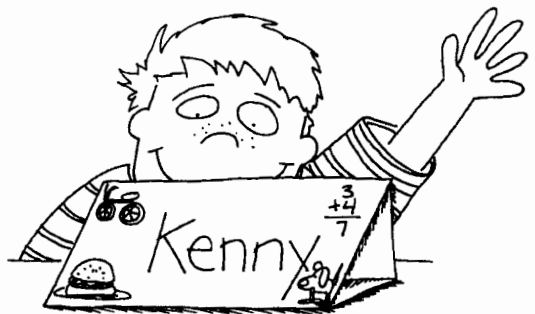


Student's Name	Destination	Time Out	Time In

Name

Desk Name Tag

1. Print, write, or type your name in the center panel above.
2. Decorate your name tag.
3. Fold along the dotted lines, tucking this section underneath to create a name tag that stands by itself.



Lesson Plan: Direct Instruction



Title _____

Unit _____ Grade level _____

Teacher _____ Suggested time _____

Instructional Objectives *State learning objectives: "By the end of the lesson, students will be able to . . ."*

Materials and Equipment *Note required materials and equipment or technology needs.*

Vocabulary *List new or unfamiliar vocabulary that will be addressed in the lesson.*

Anticipatory Set *Explain how you will grab the students' attention.*

Input *Note past information that is relevant to the lesson.*

Lesson Steps *List the sequence of steps for the lesson.*



Guided Practice Describe the activity that the students and teacher can perform together toward meeting the objective.

Check for Understanding Do a quick and simple assessment to confirm student understanding.

Independent Practice Have students work independently on a task in direct correlation with the objective.

Closure Review what was learned during the lesson through a series of related questions or ideas.

State Content Standards Note the state standards that are addressed in the lesson.

Modifications/Special Needs/Technology Note modifications, differentiation of instruction, technology needs, use of an aide, etc.




Assessment/Homework/Project Assign work that will help students continue to master the objective.



KWL Organizer

Name _____ Date _____ Topic _____

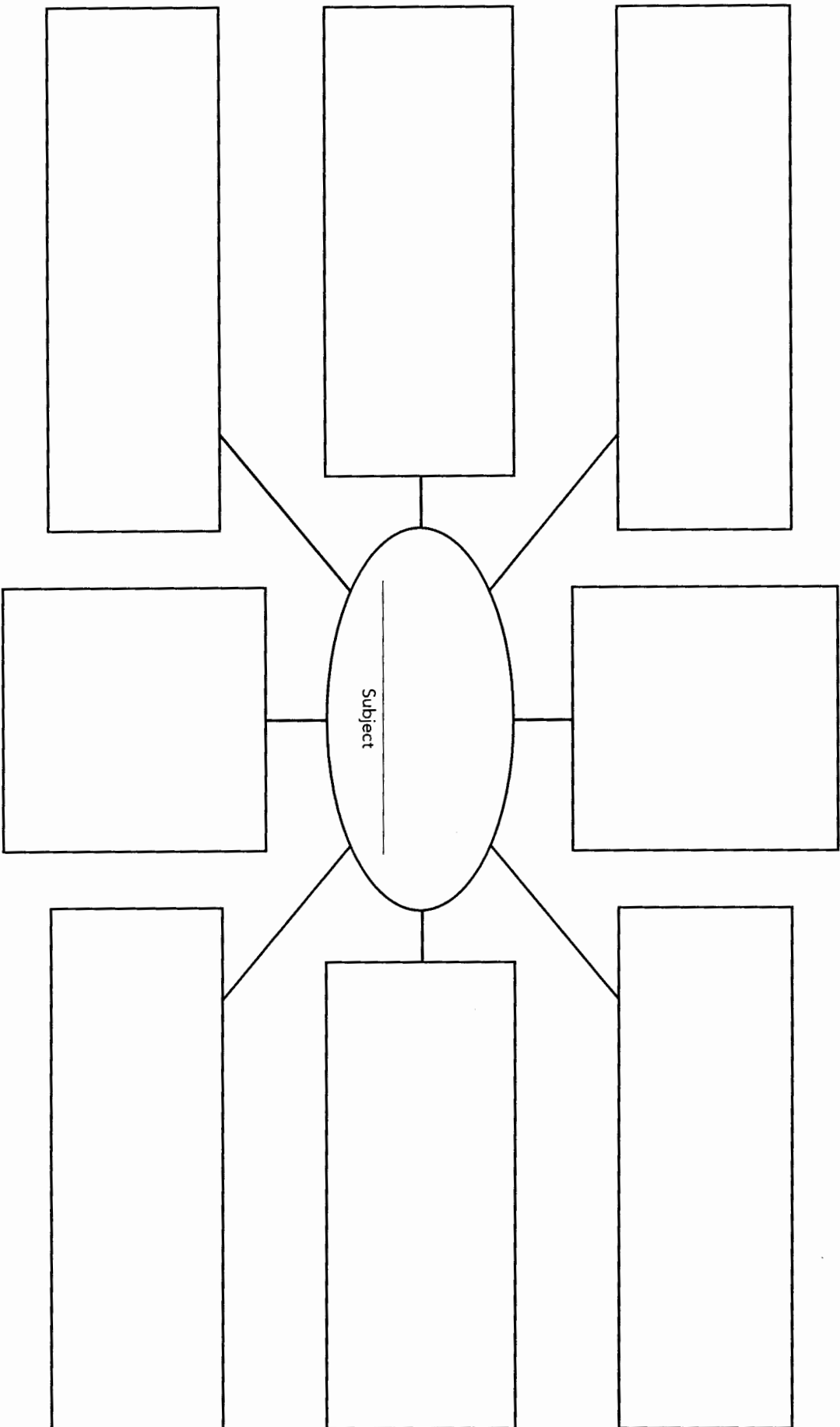
Think about the unit or topic you are studying. Consider what you already **know**, what you **want** to know, and what you have **learned**.

Know <i>What do I know about the topic?</i>	Want to know <i>What do I want to know about the topic?</i>	Learned <i>What have I learned about the topic?</i>
		

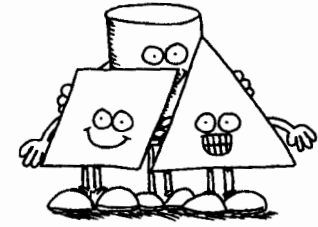
Web Organizer

Name _____ Date _____

Use this web to organize details about a subject.



Geometric Shape Organizer



Name _____ Date _____

Write the names of up to six shapes and solid forms, then illustrate them. Draw up to three examples of each.

Shape/Solid	Shape/Solid	Shape/Solid	Shape/Solid	Shape/Solid	Shape/Solid
Example	Example	Example	Example	Example	Example
Example	Example	Example	Example	Example	Example
Example	Example	Example	Example	Example	Example

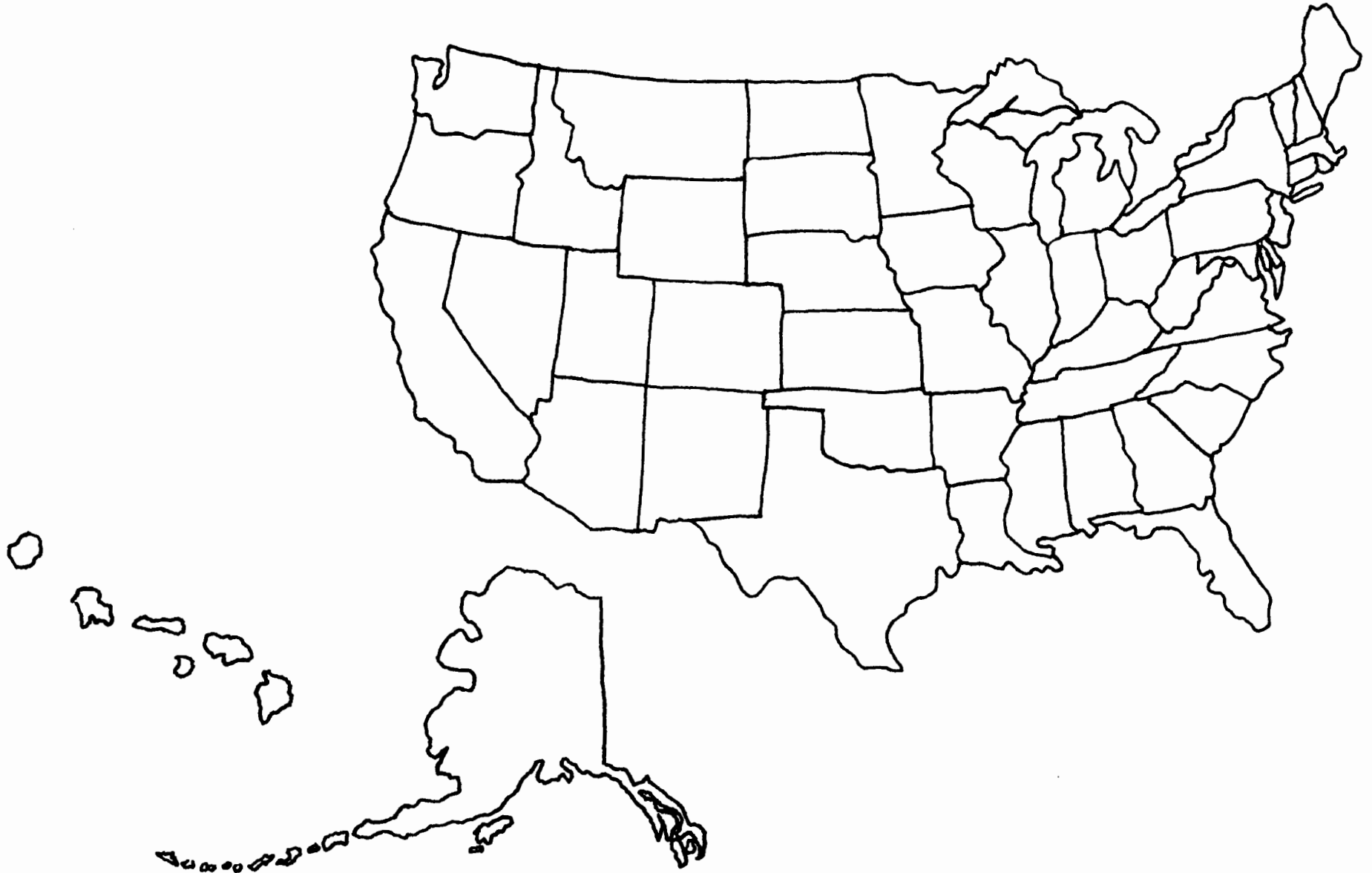
Flash Cards

Choose a mathematical operation and create your own set of flash cards for it. Write the answer on the back of each flash card.

_____ () _____ =	_____ () _____ =	_____ () _____ =
_____ () _____ =	_____ () _____ =	_____ () _____ =
_____ () _____ =	_____ () _____ =	_____ () _____ =
_____ () _____ =	_____ () _____ =	_____ () _____ =

United States Map

Name _____ Date _____



Stair Organizer 1

Name _____ Date _____

Beginning at the first step, write the steps to a process or sequence a story. Write your title in the arrow.
Write new vocabulary in the Word Bank.

The diagram shows a staircase with four steps, each labeled with a sequence word: 'First', 'Next', 'Then', and 'Last'. A large arrow points upwards from the 'First' step. To the right of each step is a set of horizontal lines for writing. At the bottom right is a box labeled 'Word Bank'.

Sandwich Organizer

Name _____ Date _____

Plan your writing.

Topic sentence

Detail/Supporting sentence

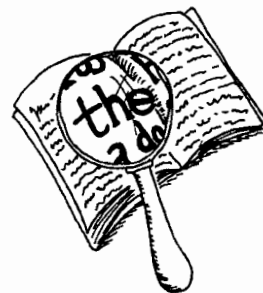
Detail/Supporting sentence

Detail/Supporting sentence

Detail/Supporting sentence

Concluding sentence

Story Organizer



Name _____ Date _____

Illustrate a cover for the book on the back of this sheet. Include the title and the names of the author and illustrator.

Title _____ Copyright _____	
Author _____ Illustrator _____	
Setting	
Main Idea	
Characters	
<ul style="list-style-type: none">••••	
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;">Climax/Turning Point</div>	
<div style="border: 1px solid black; padding: 10px; width: 40%;">Problem</div>	<div style="border: 1px solid black; padding: 10px; width: 40%;">Solution/Resolution</div>

Reading Considerations

Title

Genre



Who?

Author
Illustrator
Main characters
Hero/Villain

Where?

Setting



When?

Time, day, season

What?

Main idea
Sequence (beginning,
middle, end)
Problem
Climax



How?

Solution
Resolution

Why?

Give your opinion and explain.

Comprehension

Predict

Summarize

Visualize

Interpret



Ask questions

Reference



Clarify

Compare and contrast

Cause and effect

Connect

Personally relate

Describe



Author's point of view

Author's purpose

Synthesize

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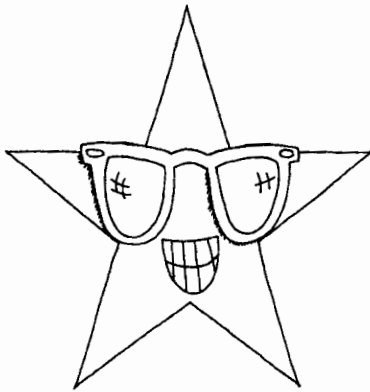


Author's point of view

Author's purpose

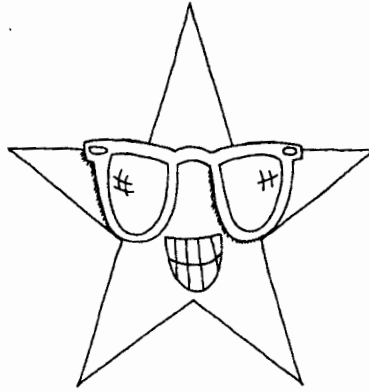
Synthesize

Super Star Tickets 1



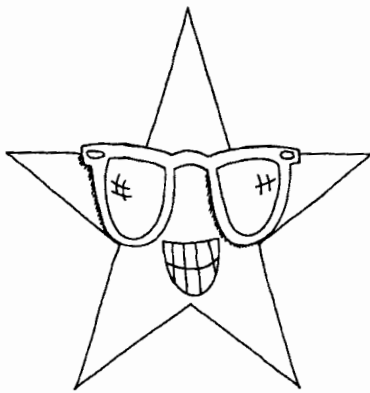
**Super
Star
Work**

did a GREAT job
today in school!



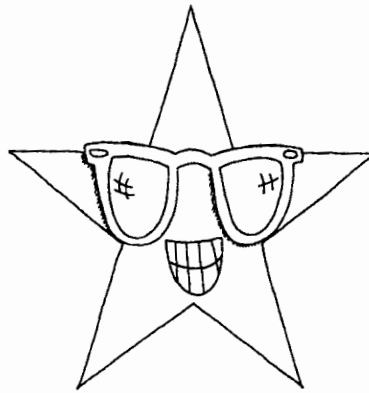
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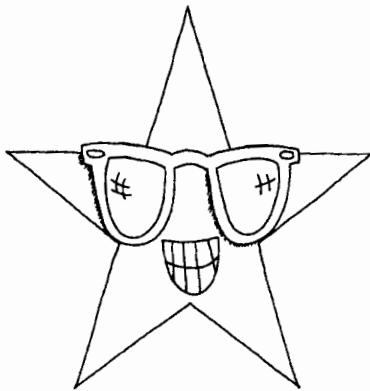
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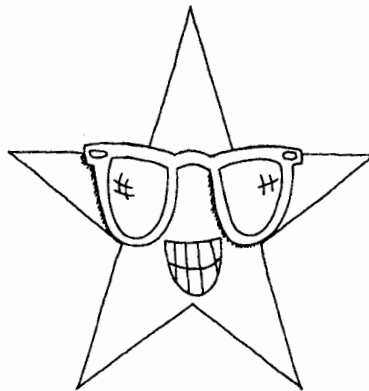
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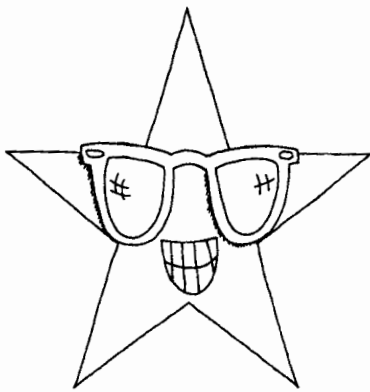
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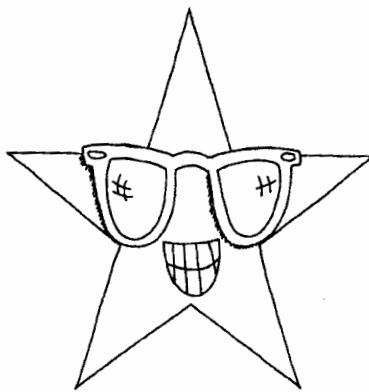
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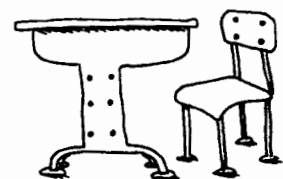


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Substitute Teacher Feedback Note

Substitute Teacher's Name		Date		
Employee Number	E-mail	Phone		
Attendance				
Tardy students		Absent students		
Student's Name	Helpful	Challenging	Disrespectful	Other
Notes about the day (What was covered, what was not, and a general overview of the day)				



Substitute Teacher Feedback Note

Substitute Teacher's Name		Date
Employee Number	E-mail	Phone
Period/Class	Lesson Covered	Specific Notes
General Notes		
<div data-bbox="1153 1627 1466 1927" data-label="Image"> <p>A simple line drawing of a desk and chair. On the desk, there is a book, a small bottle, and a pen. A trash can is on the floor next to the desk. A chair is tucked under the desk.</p> </div>		