

WHAT YOUR COLLEAGUES ARE SAYING . . .

As a school principal, I know firsthand how critical a skilled, prepared substitute teacher is to maintaining learning momentum. *Welcome to Substitute Teaching!* is an outstanding, practical guide that equips guest teachers with the tools, strategies, and confidence to step into any classroom and make a real difference. Its clear organization, actionable tips, and focus on both relationships and routines make it an invaluable resource for anyone committed to supporting students. This book doesn't just prepare substitutes to 'fill in', but it empowers them to lead with purpose.

Carl Blythe, Principal
Mary Castle Elementary School

As someone who has subbed in classrooms across different grade levels, I know how unpredictable the day can be. And whether you're stepping into the classroom for the first time or you're a seasoned substitute teacher, *Welcome to Substitute Teaching!* is a terrific resource, packed with practical tips, clever strategies, and real-world wisdom that you can actually use the moment you enter the campus! It's thoughtfully organized, easy to navigate, and brimming with "Pro Tips" that are super practical! From classroom management hacks to handy templates, to links to videos and other invaluable resources, this handbook is a must-have in your substitute toolkit.

Marceline Sciuto, Executive Director Operations Support
San Diego Unified School District

Welcome to Substitute Teaching is a practical guide for districts and substitute teachers. It provides checklists, ready-to-use activities, strategies, and supports that make effective instruction easier to implement. Whether in the classroom for a day or longer, this resource will build clarity, collaboration, and confidence from a substitute's arrival on campus to the end of the school day.

John Graf, Learning and Assessment Consultant
CESA6





Douglas Fisher
Nancy Frey
Kierstan Barbee
Sarah Ortega

Illustrations by
Taryl Hansen

20+
Videos of the
Strategies in
Action

Welcome to
SUBSTITUTE
TEACHING!

An
Illustrated
Guide to
Stepping in
and Making
a Difference

CORWIN
Fisher & Frey



FOR INFORMATION:

Corwin
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2455 Teller Road
Thousand Oaks, California 91320
(800) 233-9936
www.corwin.com

Sage Publications Ltd.
3rd Floor, HYLO
103-105 Bunhill Row
London EC1Y 8LZ
United Kingdom

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10th Floor, Emaar Capital Tower 2
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Sector 26, Gurugram
Haryana - 122002
India

Sage Publications Asia-Pacific Pte. Ltd.
18 Cross Street #10-10/11/12
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Singapore 048423

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Senior Director and Publisher,
Content and Product: Lisa Luedeke
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BEFORE the BELL RINGS



THE FIRST 5 MINUTES



LEADING the LEARNING



THE LAST FEW MINUTES



BEYOND the BELL



Visit the companion website at

<https://companion.corwin.com/courses/WelcometoSubstituteTeaching>

for downloadable resources.

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ABOUT THE AUTHORS



Douglas Fisher is professor and chair of educational leadership at San Diego State University and a teacher leader at Health Sciences High and Middle College. Previously, Doug was an early intervention teacher and elementary school educator. He is a credentialed English teacher and administrator in California. In 2022, he was inducted into the Reading Hall of Fame by the Literacy Research Association. He has published numerous articles on reading and literacy, differentiated instruction, and curriculum design, as well as books such as *The Teacher Clarity Playbook 2e*, *Your Introduction*

to PLC+, *The Illustrated Guide to Teacher Credibility*, *Instructional Strategies that Move Learning Forward: 30 Tools that Support Gradual Release of Responsibility*, and *Welcome to Teaching!*



Nancy Frey is a professor in Educational Leadership at San Diego State and a teacher leader at Health Sciences High and Middle College. She is a credentialed special educator, reading specialist, and administrator in California. She is a member of the International Literacy Association's Literacy Research Panel. Her published titles include *50 Strategies for Activating Your PLC+*, *The Illustrated Guide to Visible Learning*, *Welcome to Teaching Multilingual Learners*, *Teaching Foundational Skills*

to Adolescent Readers, and *RIGOR Unveiled: A Video-Enhanced Flipbook to Promote Teacher Expertise in Relationship Building, Instruction, Goals, Organization, and Relevance*.



Kierstan Barbee holds a doctoral degree in educational leadership and literacy from the University of Houston. She brings twenty years of education-related experience in PreK–12 settings. She has served as a secondary English language arts teacher, academic coach, and professional development supervisor in urban districts as well as a project manager of assessment for learning, which involved creating systemwide professional learning programming for central staff and campuses that promoted the spread of research- and evidence-informed practices

to maximize teaching and learning. Through an emphasis on relationship building and human-centered design principles, Kierstan has coached PreK–12 principals, teachers, and district leaders on pedagogical practices that promote equity and student agency in learning.



Sarah Ortega, EdD, is a credentialed bilingual teacher and administrator in California. She served as a classroom educator for nineteen years before moving into various leadership positions at the site and district level. In 2023, Sarah was recognized as the Chula Vista Elementary School District Teacher of the Year. Her teaching videos have been featured in professional development training and educator magazines. She is a professional learning consultant and works with schools and districts to design and implement learning solutions that support the emotional,

behavioral, and instructional needs of students. She is the author of *Teaching Foundational Skills to Adolescents* and *Instructional Strategies to Move Learning Forward*.

ABOUT THE ILLUSTRATOR



Taryl Hansen, NBCT, EdD is a visual practitioner and the creator of Frame the Message Ink, LLC (framethemessageink.com). She is an associate trainer for Cognitive CoachingSM, and holds a doctorate in teacher leadership and innovation from Arizona State University. Taryl has been trained by Thinking Collaborative and Grove Consultants International, leaders in the fields of learning and cognition. As a live graphic recorder and illustrator, Taryl works internationally to create

vibrant and engaging visuals that bring essential elements to the forefront for learners, enhancing retention, engagement, and inspiring learners to collaborate in more meaningful ways.



INTRODUCTION

You've decided to become a substitute teacher! Whether you're exploring this as a part-time opportunity or discovering a potential career path, you're about to begin an important and rewarding journey. Welcome to the world of teaching.

Substitute teachers are a critical and important aspect of education. When a classroom teacher is away, whether for professional development or personal reasons, students still deserve a safe, structured, and engaging day of learning. That's where you come in. As the guest teacher, you play a vital role in ensuring that learning doesn't stop just because the regular teacher is out. In fact, you are part of the learning continuity plan!

Think about it: Students are in school roughly 180 days a year, and teachers are absent an average of about ten days annually! That's a lot of time when a capable, caring substitute can make a difference.

Because your role is so important, this book is designed to give you practical tools, helpful strategies, and the confidence you need to walk into any classroom and make an impact. We've organized the content into clear, easy-to-follow sections so you can find what you need whether you're preparing for your first day leading the learning for students or refining your practice.

Doug, Nancy, Kierstan, and Sarah



THE ROLE OF A SUBSTITUTE TEACHER

As a guest teacher in the classroom, you are more than a stand-in or babysitter. You are a trusted educator who keeps learning moving forward. Your responsibilities include the following:



- **Stepping into the classroom with professionalism, presence, and warmth.**
You set the tone for the day and model respectful, confident leadership of the learning environment.
- **Motivating students to stay engaged, curious, and enthusiastic about learning.**
A positive attitude can help students stay connected, even when their regular teacher is away.
- **Responding to unexpected changes with flexibility and a calm demeanor.**
Whether it's a schedule change or a challenging moment, your steady approach helps students feel secure.
- **Upholding all safety protocols to ensure a secure and orderly environment.**
Student safety is always the first priority, and your awareness and diligence matter.
- **Building quick rapport with students by being fair, consistent, and genuinely invested in their learning.** Even in a short time, students notice and appreciate when a teacher truly sees them.
- **Communicating clearly with office staff and colleagues, and leaving detailed, helpful notes for the returning teacher.** Strong communication helps maintain continuity and shows respect for the school community.
- **Maintaining confidentiality and professionalism in all interactions.**
You are entrusted with sensitive information and student dynamics, and you must treat it with care.






- **Supporting all learners, including those with different instructional needs, language backgrounds, or IEPs/504s.** Every student deserves a respectful learning environment that honors their identity and respects them for the people they are.
- **Using classroom technology and resources as directed and troubleshooting as needed.** Confidence with tech helps keep lessons on track and shows adaptability. Knowing the school and district technology platforms makes your day a bit easier.
- **Managing the classroom in alignment with school expectations and routines.** Consistency helps students feel secure and ensures a productive learning atmosphere.
- **Modeling lifelong learning, curiosity, and resilience.** Your example matters. Students often remember how you handled the day more than what you taught.

0.1 Welcome to
Substitute Teaching
Companion Website
qrs.ly/magy5ou



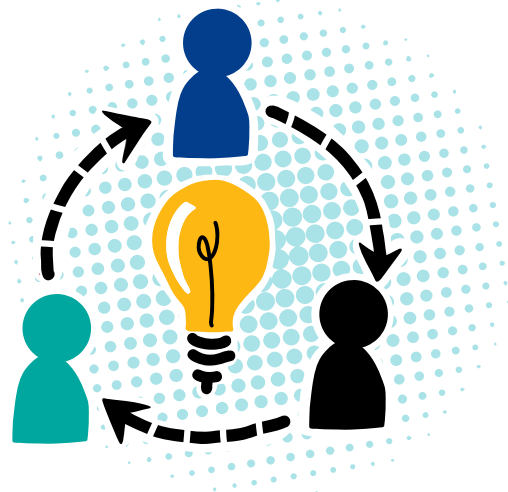
WHAT YOU WILL FIND IN THIS BOOK

We have organized the information in this book into the following sections:

- 1  BEFORE the BELL RINGS
- 2  THE FIRST 5 MINUTES
- 3  LEADING the LEARNING
- 4  THE LAST FEW MINUTES
- 5  BEYOND the BELL

This book is focused on equipping guest substitute teachers with practical strategies, essential tools, and the confidence to create well-managed learning experiences for students. In this text you will find the following features:

- **Infographics** that aid in the understanding of the material. This is also a great strategy to use in the classroom!



- Each category is divided into sections that **start with a question**. These questions are the ones that are commonly asked as people become substitute teachers.

- There are **videos** of educators, including of substitute teachers just like you, with tips for success. There are also classroom videos for you to see some of these strategies in action.

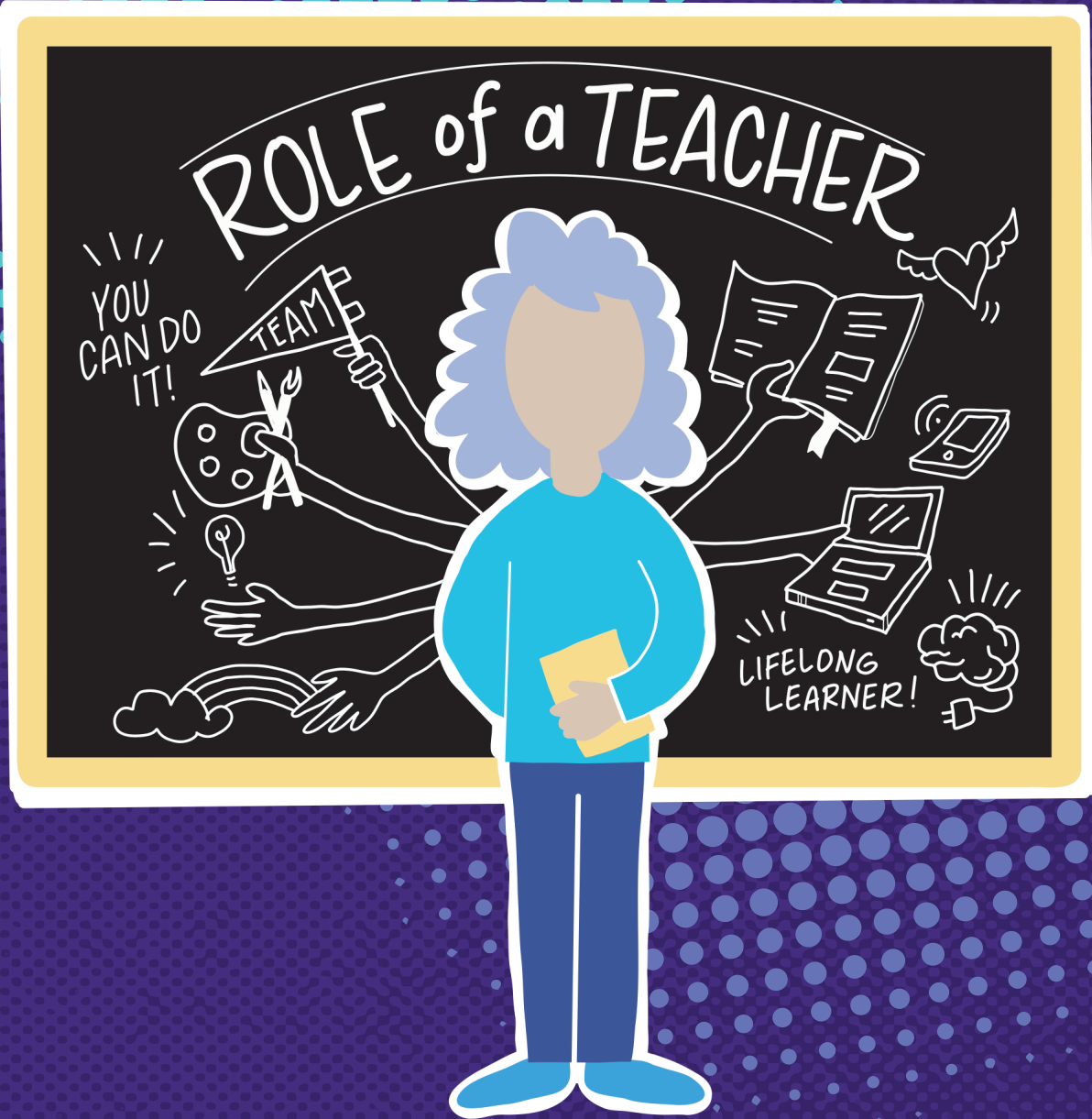


- There are several **checklists** of items for you to consider. Checklists help with the many routines that teachers and substitute teachers might need to reduce the cognitive load and increase the likelihood of a successful day.

- There are opportunities to **elevate your practice** and take it to a higher level. This is a great feature if you are considering turning substitute teaching into a long-term career, or you just want to work on being the best substitute teacher you can be right now.



Again, welcome to substitute teaching. We are grateful that you have decided to make an impact on the lives of students.



SECTION I





BEFORE the BELL RINGS

HOW DO I...

 KNOW WHAT I
NEED
TO BE
SUCCESSFUL?



 **PLAN**
FOR THE SAFETY
OF STUDENTS?

 **DEVELOP**
ROUTINES
& PROCEDURES?



BEFORE THE BELL RINGS

The time before students walk into the room is more than just setup. It's your opportunity to prepare your mindset, your space, and your strategy for the day. Whether it's your first sub job or your fiftieth, the moments before the bell rings can shape how the rest of the day unfolds.

This section is designed to help you feel confident, equipped, and ready to lead. You'll find practical guidance for:

- Knowing what tools and supplies will set you up for success

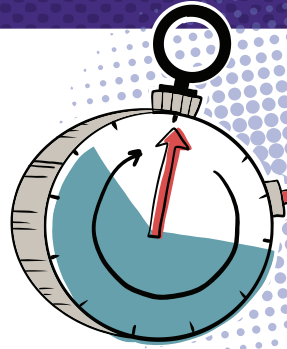


- Choosing schools that are the right fit for your goals and teaching style

- Navigating your arrival at a new campus and getting situated in the classroom



→ Establishing routines that reduce stress and increase consistency



→ Planning for student safety and knowing what to do in case of an emergency

→ Growing your professional practice with tips you can apply over time



You'll also find a customizable checklist at the end of the section to help you start your day smoothly and intentionally.

Substitute teaching can be unpredictable, but with thoughtful preparation, you'll bring a calm, confident presence to any classroom you enter. Let's get started!

1.1 Welcome to Section 1:
Before the Bell Rings

qrs.ly/3ugy5p2



"Start each day believing you have something valuable to offer, because you do."

How Do I . . .
KNOW WHAT
I NEED TO BE
SUCCESSFUL?

Every substitute teacher brings their own strengths to the classroom, and the more prepared you are, the more confident and effective you'll feel from the very first bell.

Setting yourself up for success starts before you walk through the school doors. A few smart habits and tools can help you lead with calm, clarity, and care, no matter what the day brings.

Let's explore a few essential strategies and resources to help you start strong.

One of the smartest things you can do is prepare a substitute teacher Go Bag with all the essentials you'll need. Being prepared saves time, reduces stress, and keeps you focused on students. Think of this as your professional toolkit filled with the items, ideas, and confidence boosters that help you stay organized and ready. Having a prepared bag saves time, reduces stress, and keeps your focus on what matters most: supporting students.

“

Setting yourself up for success starts before you walk through the school doors.



BUILD YOUR SUBSTITUTE “GO BAG”

Preparation is your superpower. A well-stocked sub bag, or digital folder, makes you ready for anything, from missing plans to tech hiccups to unexpected schedule changes. Think of it as your personal toolkit filled with supplies, ideas, and confidence boosters.

Whether you carry a physical bag or keep materials organized online, this checklist will help you stay calm, focused, and student ready.



BASIC SUPPLIES

BASIC SUPPLIES

- Pens, pencils, and highlighters
- Sticky notes for reminders or notes to the teacher
- Dry erase markers (classrooms often run out!)
- Small notepad or clipboard
- Lanyard or ID badge holder
- Personal water bottle and snack

TECH TOOLS

- Fully charged phone and charger
- Headphones or earbuds (for personal or instructional use)
- Logins and passwords for district email, attendance systems, or learning portals
- Flash drive or cloud folder with teaching resources (optional)
- A few quick tech tips or login reminders in case something isn't working



TECH TOOLS



Pro Tip

Before your first assignment, make sure your district logins work. If not, reach out to HR or tech support. See the Technology Setup section in this chapter (p. 29) for classroom-specific advice.



INSTRUCTIONAL TOOLS

- A few “evergreen” activities or emergency lesson plans (e.g., story starters, math puzzles, brain teasers)
- Quick community building prompts or Kickoff Activities (see pages 54–57)
- Printouts or a list of sponge activities for early finishers
- Blank seating chart or attendance templates
- SEL check-ins or movement break ideas for transitions

KICKOFF ACTIVITIES

- Would-you-rather questions (see page 55)
- Silent games like Drawing Relay or Heads Up, 7 Up (see pages 56–57)
- One-sentence-at-a-time story challenges

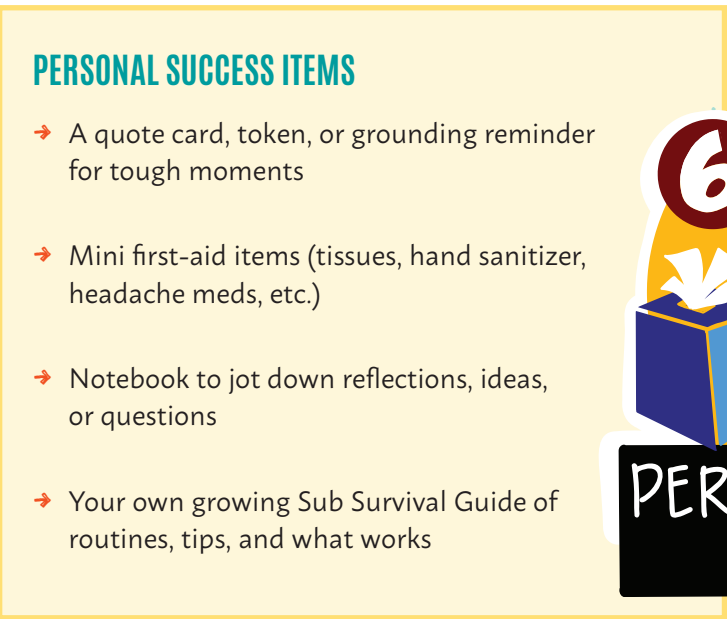


KICKOFF ACTIVITIES



PROFESSIONAL TOOLS

- Copy of your sub credential or district clearance
- Contact numbers for the front office and tech support
- Behavior management cheat sheet or reminders
- Emergency procedures summary (or notes from past sub jobs)
- Prewritten professional email template to thank the classroom teacher



PERSONAL SUCCESS ITEMS

- A quote card, token, or grounding reminder for tough moments
- Mini first-aid items (tissues, hand sanitizer, headache meds, etc.)
- Notebook to jot down reflections, ideas, or questions
- Your own growing Sub Survival Guide of routines, tips, and what works



Pro Tip

After a few assignments, reflect on what's helpful and what's not. Tweak your sub bag to fit your style and the grade levels you prefer.

CHOOSING SCHOOLS

“Where should I sub?” is one of the first questions you might ask yourself. If you’re working in a small district with few schools, the choice may be easy. However, if you’re working in a district with several schools to choose from, here are several considerations:

WHERE SHOULD I Teach?

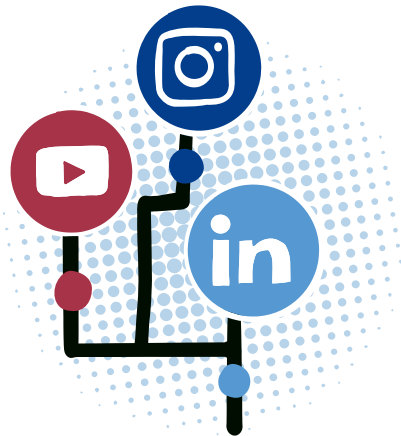


- **Becoming a teacher.** If you’re interested in becoming a teacher full-time, subbing is a great way to test-drive a campus, to see the culture and climate, the level of support offered to you, and the connectedness of the staff and students.

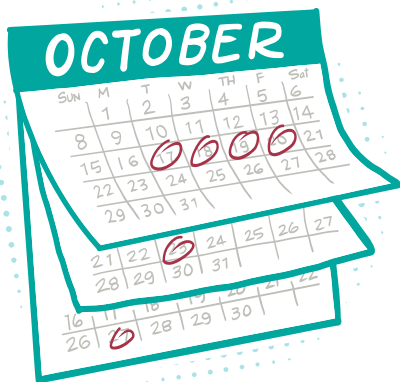


- **Proximity.** How close is the school to your house? If you don’t mind a long commute, you can broaden your range.

- **School values.** Look at the district website. You can find schools’ missions and vision on websites. You can see how they interact with their communities by viewing social media pages like X, Instagram, or Facebook.



→ **Grade levels.** Many people prefer working with students in particular age ranges. Do you want to support elementary, middle, or high school? This will narrow down your list of schools.



→ **Frequency of work.** To stay active in the system, many districts impose a minimum number of days to sub. Some offer incentive pay for taking sub jobs on Mondays, Fridays, or days before holidays. Some schools have a daily need for substitutes, while others just need one a week.

→ **Supportive environment.** Some schools prepare substitute materials well, provide classroom tech access, and check-in during the day. A supportive admin team makes a big difference.



You might consider selecting three or four schools to sub at exclusively so that you are recognized by staff and students and gain an understanding of the culture. Many schools offer long-term substitute jobs as well as permanent sub positions. Find a school you really like, and if they offer the amount of work you want, sub there exclusively.

ARRIVING AT THE SCHOOL

When you arrive at the school, what you do in the first few minutes can set the tone for the entire day. Use this time to gather information, build connections, and prepare for success.

AT THE OFFICE: YOUR FIRST POINT OF CONTACT

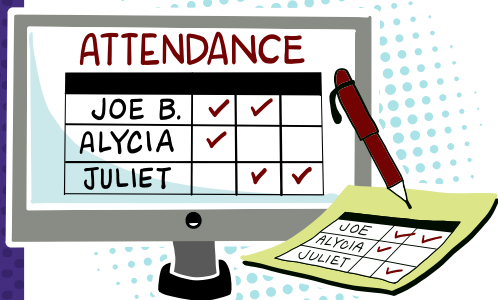
Before heading to the classroom, take a few minutes to check in at the front office and gather essential information.

- **Sign in** and ask for a visitor badge or substitute lanyard if required.
- **Confirm your classroom assignment** and review your schedule for the day.



→ **Ask about emergency contact procedures.**

How can you reach the office if needed? Is there an intercom, phone code, or room number to call?



→ **Inquire about attendance procedures.**

Will you submit it electronically, on paper, or to the front office?

→ **Ask about classroom technology access.**

If a device or login hasn't been provided, ask what tech is expected. For setup tips, refer to the Technology Setup section under Develop Routines (p. 29).



Pro Tip

Make a positive impression by introducing yourself and expressing appreciation. Office staff often remember polite, proactive substitutes.

AT THE CLASSROOM DOOR: YOUR LAUNCH POINT

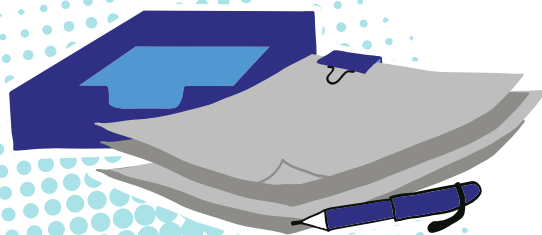
Once you reach your assigned room, take a few minutes to settle in and prepare your space.



→ **Locate the day's schedule** and any notes from the teacher.

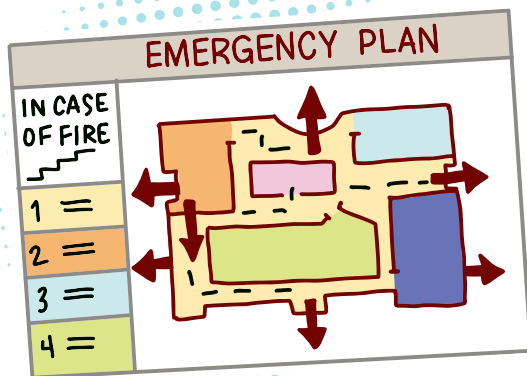
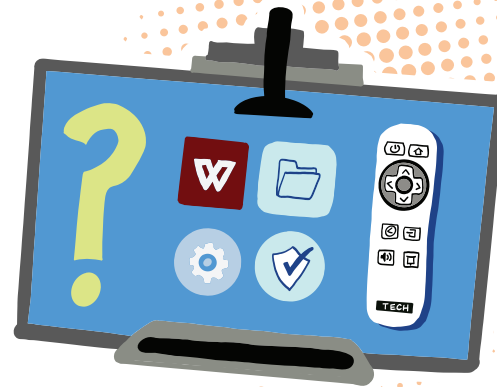
- In elementary, check for specials (PE, art, music), lunch, recess, and dismissal details.
- In secondary, check bell times, passing periods, and conference periods.

TODAY		
	HOMEROOM	✓
	SPECIALS	✓
	READING	✓
	SCIENCE	✓



→ **Find the sub plans.** Review them fully and clarify anything that's unclear. If no plans are available, notify the office immediately. When this happens, it is important to get the class started in fun and engaging ways so that you can establish a strong classroom presence and build rapport with students (see Section 2 for additional ideas).

- **Identify classroom tech.** Is there a Smartboard, projector, document camera, or laptop? Are logins needed? Double-check that tech tools are ready for student use (see p. 29 for detailed support).



- **Read through emergency procedures.** Know where to find lockdown, fire drill, or medical information quickly.

- **Check for attendance rosters** and determine how you'll take and submit it.

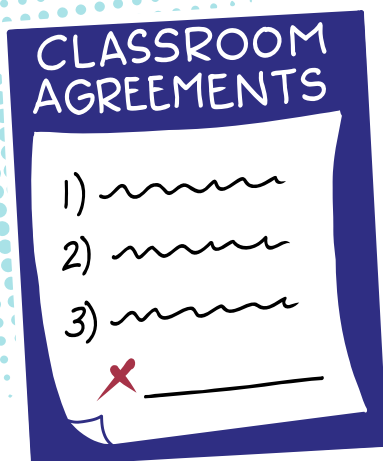
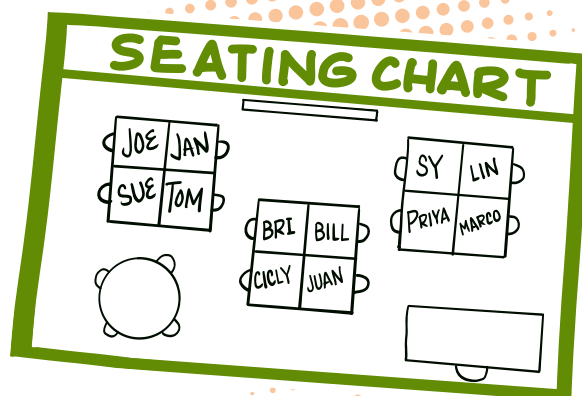


1.2 Substitute Teachers
Discuss Arriving at the
School and Classroom

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- **Review the seating chart** if one is provided. Note any key students mentioned in the plans (helpers, students needing support, etc.).



- **Scan for posted behavior expectations** and classroom routines. Remember, your job is to maintain the learning environment, not reinvent it.

- **Introduce yourself to a neighboring teacher** if you haven't been directed to one. A quick hello can lead to helpful support later in the day.

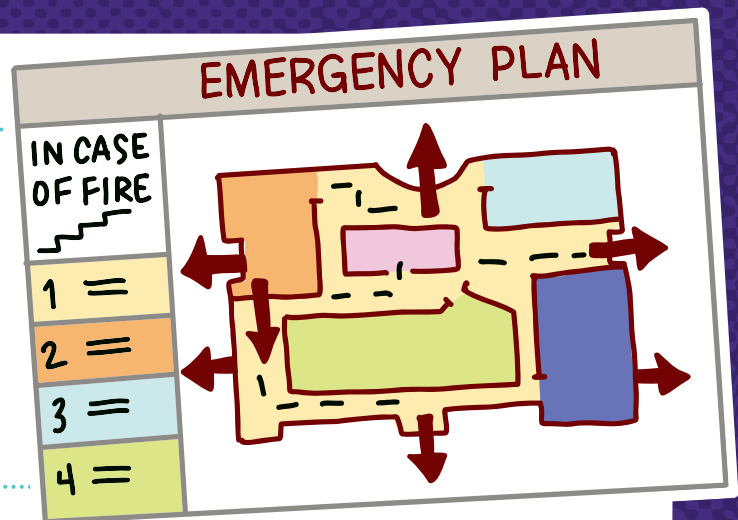


Pro Tip

Before students arrive, write your name and a warm welcome on the board. It signals calm leadership and shows students that you're ready, present, and prepared to guide the day.

How Do I . . . PLAN FOR THE SAFETY OF STUDENTS?

As the substitute teacher, you are responsible for the physical and emotional safety of the students in your care. While emergencies are rare, being proactive and prepared ensures that students know they can count on you if something unexpected happens.



KNOW THE SCHOOL'S EMERGENCY PROCEDURES

Most schools have clear protocols for safety drills and emergency scenarios, including

- Fire drills
- Earthquake or severe weather drills
- Lockdown or secure campus procedures
- Hazardous conditions in or around the building

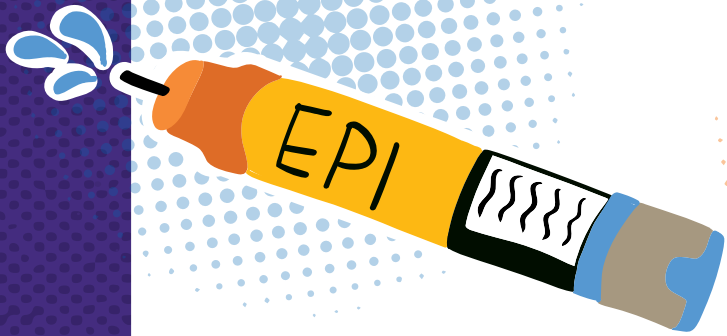
Before students arrive, take time to locate the classroom's emergency procedures, often posted near the door or in the substitute binder. If no information is visible or included in the plans, ask the front office for a quick-reference safety guide.



Pro Tip

Students will look to you for leadership during a crisis. Your calm presence is reassuring, especially when you know what to do.





PREPARE FOR INDIVIDUAL STUDENT NEEDS

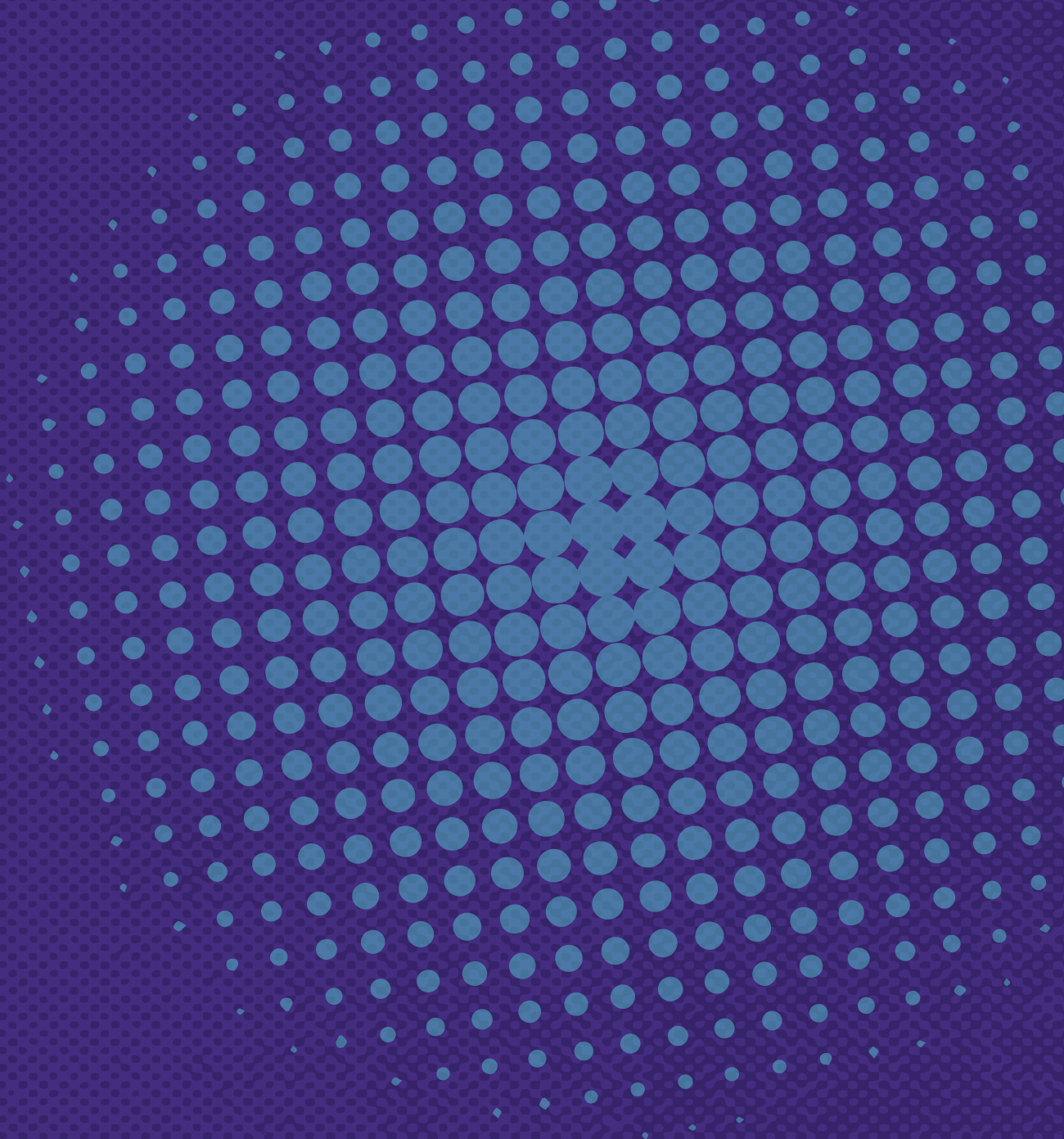
Some students may require scheduled medication or medical support throughout the day. These details are often included in the sub plans, seating chart, or emergency notes.

- If a student needs to visit the nurse at a specific time, set a phone reminder or timer because students may forget, especially when their routines are changed.
- Watch for medical alerts in the room or on the roster (e.g., food allergies, asthma, seizure plans).
- When in doubt, check with the office or a neighboring teacher.



Pro Tip

Ask the front office if there are any medical considerations you should be aware of before the day begins, especially when working with younger students or those who may not be able to communicate their needs.



How Do I . . . DEVELOP ROUTINES AND PROCEDURES?

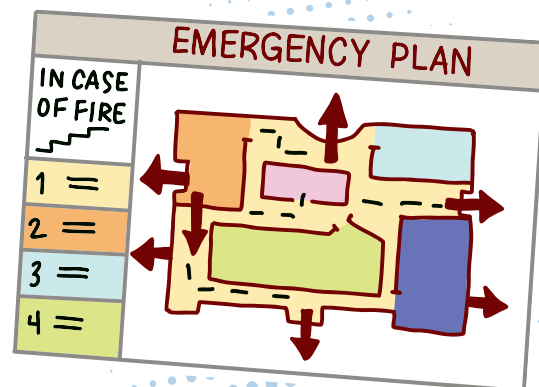


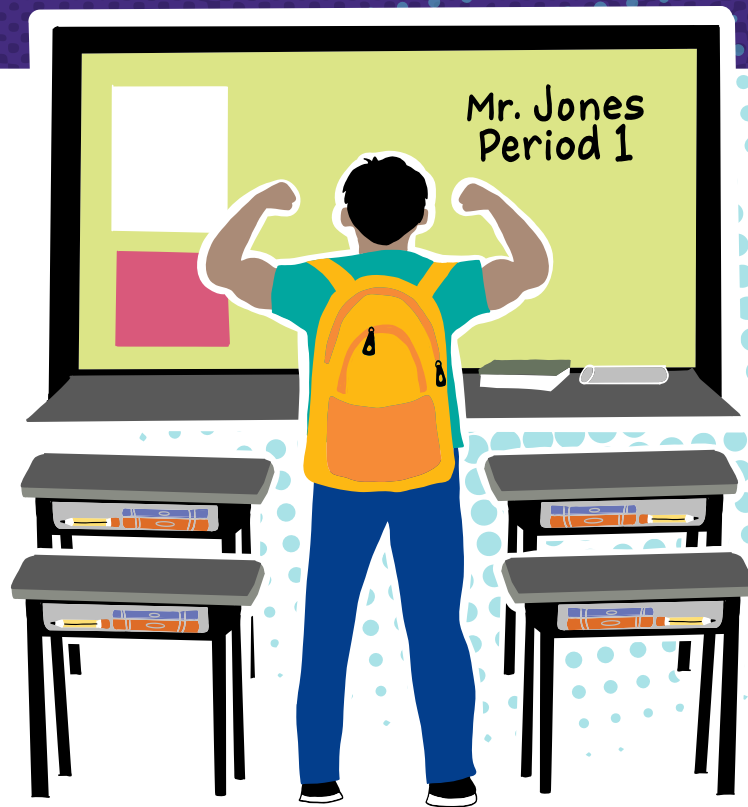
The more automatic your routines become, the more energy you'll have to focus on connecting with students and guiding learning.

Establishing your own routines as a substitute teacher helps reduce decision fatigue and sets a steady tone for the day, no matter the grade level or school. The more automatic your routines become, the more energy you'll have to focus on connecting with students and guiding learning. There are many daily routine options you can adjust based on your teaching assignment. With practice, you'll develop a go-to system that works for you and supports student success across classrooms.

ENTERING THE ROOM

- **Start strong.** When you enter, scan for safety details like the posted fire exit route and emergency procedures.
- **Check the door policy.** Some schools require classroom doors to remain closed and locked during instruction.





- **Assess the layout.** Familiarize yourself with the whiteboard, technology, student seating, and supply areas.
- **Welcome message.** Write your name on the board and add the day's agenda or welcome message.
- **Materials management.** Decide when and how you'll distribute any materials (before class, during the lesson, or via student helpers). Prepare the workspace so everything you need is easily accessible.



Pro Tip

Elementary: Check for lunch cards, dismissal tags, or clipboards used for bathroom logs or nurse visits.

Secondary: Scan for bell schedules and see if the teacher has duty or conference periods you may cover.

1.3 Developing Routines and Procedures

qrs.ly/yfgy5pa



TECHNOLOGY SETUP AND ACCESS

Technology is a big part of the modern classroom whether you're displaying slides, taking attendance, or using an interactive whiteboard. Having a clear tech routine helps avoid last-minute stress.

BEFORE STUDENTS ARRIVE

- Log in to the classroom computer and test any tools you'll be using (Smartboard, projector, document camera, etc.).
- Make sure you're signed into the school's network, or any websites listed in the sub plans (e.g., learning portals, online attendance).
- If login credentials aren't working or you're unsure how to use a device, ask the front office or a neighboring teacher, or even a student who knows the classroom routine.



Pro Tip

Keep a small list of login steps, web links, or tech tips in your sub notebook or digital folder in case something doesn't work.



GREETING STUDENTS

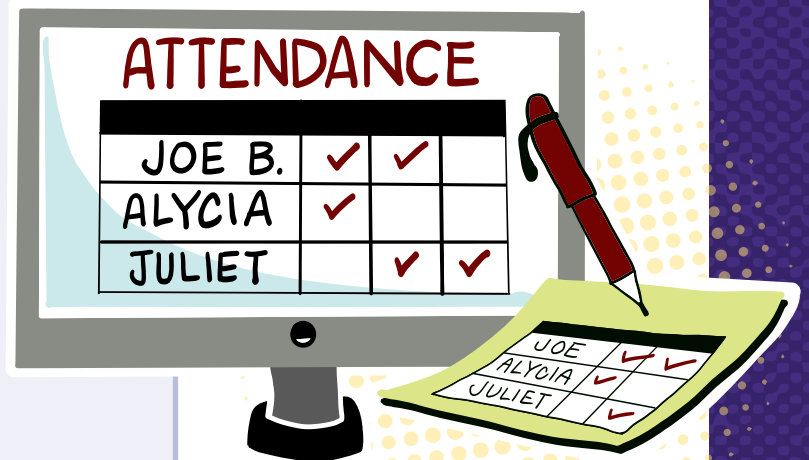
- Be visible and warm. Stand at the door and greet students as they enter. You'll find more about this in the section The First 5 Minutes.

TAKING ATTENDANCE

- Attendance procedures vary by school, so ask in the office if the plans don't specify.

OPTIONS FOR TAKING ATTENDANCE

- Call names from the roster aloud.
- Use a seating chart (if provided).
- Ask students to tell you who is absent and count heads.
- Let a student helper mark the roll, only if it contains no confidential information.
- Submit online or via paper, based on school expectations.

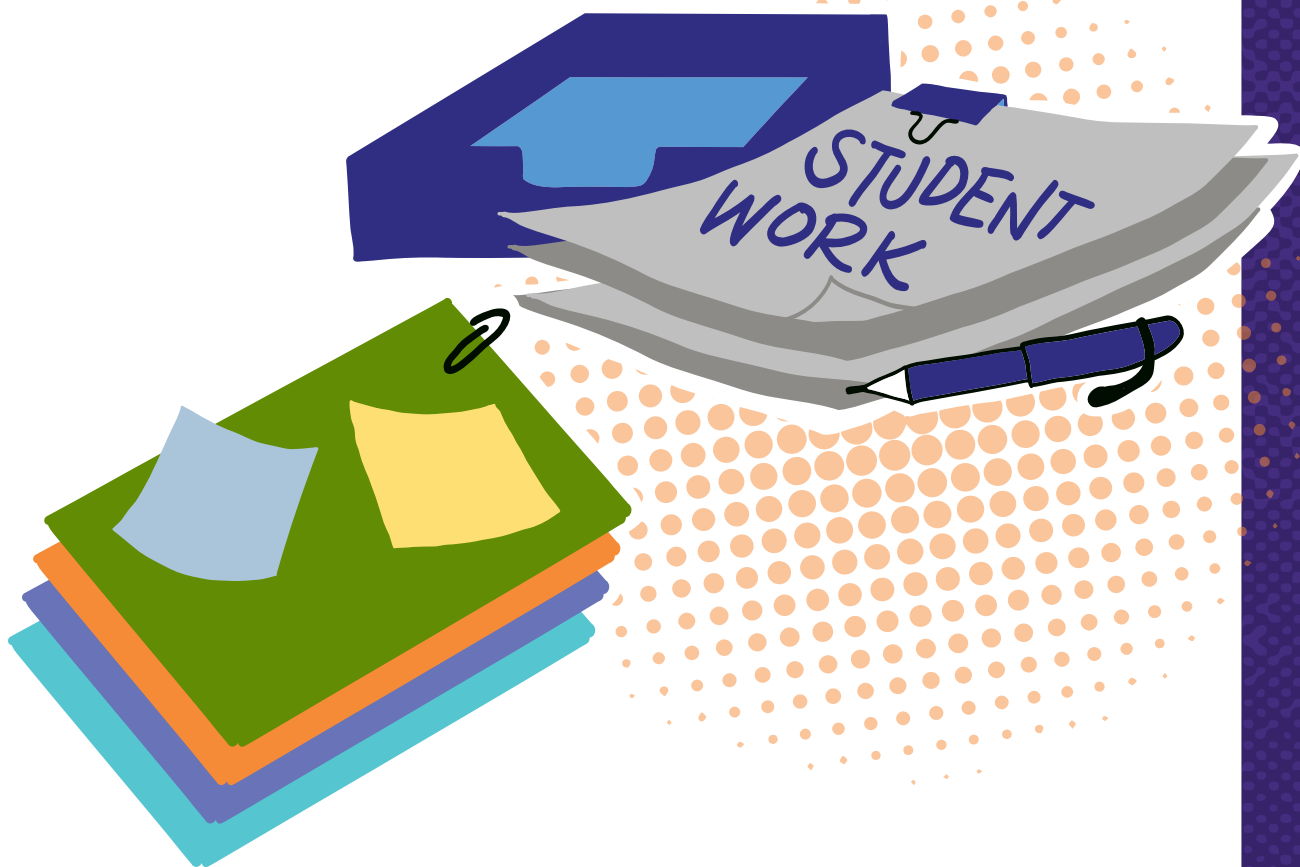


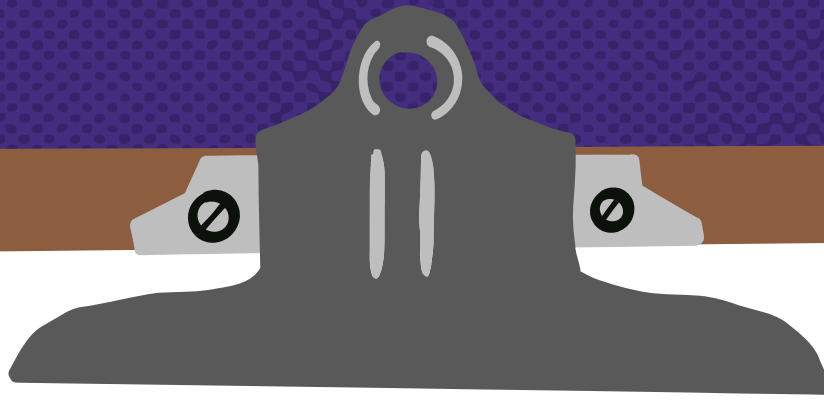
Pro Tip

If you can't access the online system, make a note of who's present and deliver it to the office.

COLLECTING AND ORGANIZING STUDENT WORK

- Remind students to put their names on their papers.
- Choose your collection method. Have students turn in work to a tray, to your desk, or directly to you at the door.
- Neatly stack and organize completed work.
- Label by class period (use sticky notes or clips) if you're teaching multiple sections.





SAMPLE ROUTINE CHECKLIST

THIS CUSTOMIZABLE ROUTINE WORKS ACROSS K-12 SETTINGS:

BEFORE STUDENTS ARRIVE

- Review sub plans.
- Check emergency procedures.
- Log in to tech and write your name on the board.
- Locate attendance rosters and seating charts.
- Check schedule for specials, lunch, recess, or duties.



AS STUDENTS ENTER

- Greet students at the door.
- Introduce yourself and outline expectations.
- Start the day with a Kickoff Activity or warm-up (see pages 54–57 for ideas).

DURING INSTRUCTION

- Follow lesson plans or launch a backup activity.
- Monitor student engagement and behavior.
- Offer support while maintaining routines.

AT THE END OF CLASS/DAY

- Collect and organize student work.
- Tidy the classroom.
- Leave a note for the teacher.

Adapt and Reflect

Routines don't need to be rigid, but they do need to work for you. Try out different systems and refine them based on what works best at different grade levels. Over time, your routine will become second nature, giving you the confidence to lead in any classroom.

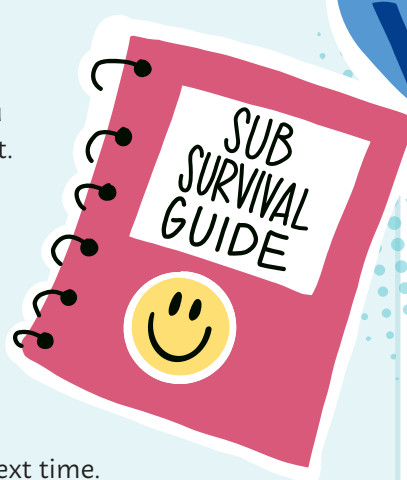
ELEVATE YOUR PRACTICE

Great substitute teaching isn't just about getting through the day. It is about growing your skills, building your confidence, and creating systems that help you thrive. The more prepared and reflective you are, the smoother each assignment will go. Here are simple ways to elevate your practice, stay organized, and build long-term success.

KEEP A NOTEBOOK OF WHAT WORKS

Subbing in different classrooms gives you insight into what works and what doesn't. Capture those ideas before they fade.

- Write down successful activities or behavior strategies.
- Jot down questions to ask next time you sub.
- Reflect on what you'd do differently next time.



WHAT WORKS?



Pro Tip

You might even create a "Sub Survival Guide" for yourself that could serve as a growing document of tools, routines, and ideas that make the job easier.

BUILD A BANK OF EVERGREEN ACTIVITIES

Not every day comes with perfect plans. Prepare a few no-fail activities that you can use with any age group or content area. These evergreen activities, ones that you can use over and over in different classes, might include the following:

- Would-you-rather questions
- Story starters
- Silent games like “Drawing Relay” or “Heads Up, 7 Up”
- Collaborative challenges (e.g., build a story one sentence at a time)
- SEL check-in prompts or movement breaks



DEVELOP AND USE A PROFESSIONAL EMAIL TEMPLATE

Leaving a thoughtful message for the classroom teacher is one of the best ways to build a reputation and get invited back.



Sample Template

Subject: *Thank you for today's class*

Dear *[Teacher's Name]*,

Thank you for the opportunity to sub for your class today. Because of your [organized plans/supportive students/clear routines], the day ran smoothly. I truly enjoyed working with your students and would be happy to support your classroom again in the future.

Sincerely,

[Your Name]

[Your Contact Info]



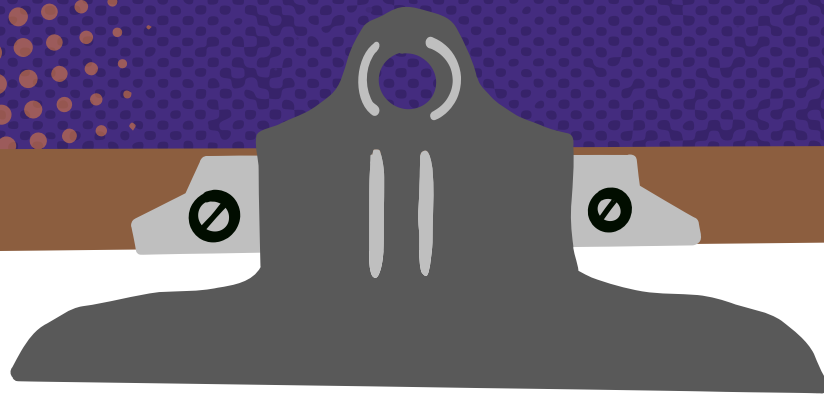
Pro Tip

Copy this template into your phone or notes app so you can customize and send it quickly at the end of the day.

1.4 Email Template

qrs.ly/1zgy5ph





YOUR BEFORE THE BELL RINGS CHECKLIST

USE THIS CHECKLIST TO PREPARE MENTALLY, PHYSICALLY, AND PROFESSIONALLY FOR A SMOOTH AND SUCCESSFUL DAY.

BEFORE YOU LEAVE HOME

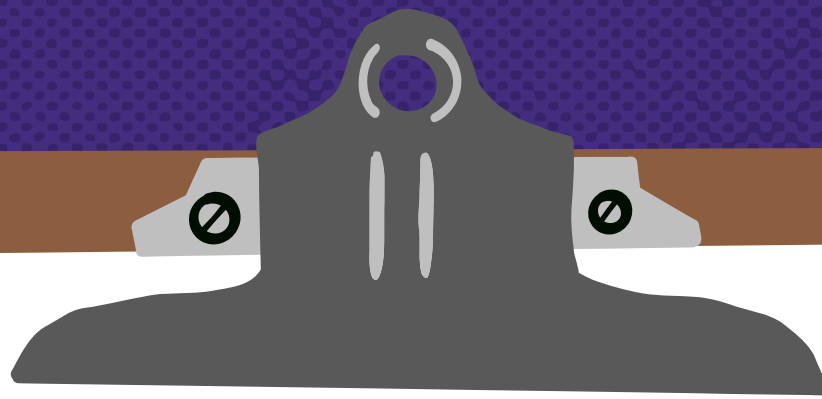
- Review your assignment and the school's location.
- Pack your sub Go Bag with all essentials.
- Confirm login credentials work for district systems.

UPON ARRIVAL

- Check in with the front office and sign in.
- Ask about emergency procedures and contact methods.
- Confirm attendance and technology protocols.
- Pick up any needed rosters, room keys, or materials.

IN THE CLASSROOM

- Locate and review sub plans and class schedule.
- Check seating chart and emergency procedures.
- Test technology (Smartboard, projector, logins).
- Write your name and greeting on the board.



ESTABLISHING YOUR ROUTINE

- Greet students at the door with a smile.
- Start with a kickoff activity or community builder.
- Confirm how and when to take attendance.
- Prepare materials and organize your workspace.

DURING THE DAY

- Follow the lesson plans or use a backup activity.
- Monitor behavior and offer positive reinforcement.
- Adjust routines based on grade level and student needs.
- Note anything important for the returning teacher.

AT THE END OF THE DAY

- Collect and organize student work.
- Tidy the classroom space.
- Leave a note or email for the classroom teacher.
- Sign out at the front office.

REFLECT AND PREPARE FOR NEXT TIME

- Note any students who were especially helpful or need follow-up.
- Reflect on what routines worked (and what you'd tweak).
- Jot down a new idea to try next time.
- Pack or reset your Go Bag for your next assignment.

1.5 Your Before the Bell Rings Checklist

qrs.ly/g8gy5pk



