

## SUBSTITUTE CODE OF EXPECTATIONS

As a substitute for CUSD 303, we consider you to be an essential and valuable part of our educational team. We appreciate your willingness to provide service to our students and staff in your role as a substitute. We also acknowledge the challenging nature of this task.

When you are employed as a substitute we expect:

- Check AESOP before leaving home to make sure your job is still assigned to you. Job status may change after you have accepted an assignment. The job may have been canceled and you are no longer needed.
- Punctuality - arrive early (approx 15 mins) to allow yourself time to park and walk to the front entrance of the building, sign in with the front office and ask any questions you may have regarding building policies, especially the first time you work at a school. Allow yourself time to walk to the classroom, read over the lesson plans, and write your name on the board.
- ID Badge - your ID badge must be worn at all times, while subbing on our campuses. If your ID is lost, please contact the Administration Building to have a new one made at 331-228-2000.
- Flexibility and Willingness for Job Reassignment - please be aware that the job you are coming in to do may be reassigned if there is an Unfilled Job of higher need. If pay for the new role is different there will be an adjustment made so you are paid accordingly.
- Professional Appearance and Demeanor - dress in comfortable business casual and in layers. Wear comfortable shoes. Be mindful of the position you are accepting - PE is different attire than 2nd Grade.
- Follow Lesson Plans - do not spend extra time talking about Non-Topic issues. Keep students on track with their learning assignments.
- Relations/Interaction with Students - keep professional and fair. NO TOUCHING of Students.
- Classroom Management Skills - tables, chairs, classroom supplies should be put back and cleaned up at the end of the day.
- Assume Additional Tasks as Needed - if needed you may be asked to cover bus duty, lunch duty and/or recess duty as assigned in the lesson plans or requested by the secretary in the building office.
- Appropriate Actions Taken Regarding Safety and Security - if there is a building fire, tornado, active shooter drill or an actual event occurs, make sure that proper instruction and safety for the students is being directed. There is a Red folder on the wall at the door of each classroom that provides instructions for these events.
- Discipline - if a student is disruptive, contact the office for assistance. Do not touch or use force to control a student who is disruptive. Do not punish the entire class for the misbehavior of one student.
- Never Leave Students Unattended - if you need to leave the classroom at anytime, make sure to call the Office to have someone come down to cover the class while you are away.
- Cell Phone Usage - use of cell phone while supervising students is not allowed. Keep your phone on silent.
- Exclusion From Building Due to Poor Work Performance - an exclusion occurs when you are asked to no longer sub in a building. Three exclusions will result in your release from employment with CUSD303; fewer than three exclusions may result in your release at the discretion of the Administration.

Please sign and date that you have read and understand the expectations CUSD303 requires from our substitutes.

Thank you.

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Name

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Date