Substitute Teacher Checklist

Substitute Teacher · PreK–12

Build a complete sub folder: schedules, clear plans, routines, confidential support needs, safety procedures, and contacts.

Schedule & Class Information

- [ ] Provide the daily schedule with bell times, specials, and lunch.
- [ ] Include current class lists and seating charts.
- [ ] List assigned duties such as recess, bus, or hall supervision.
- [ ] Explain arrival and dismissal procedures, including bus and pickup lists.
- [ ] Note pull-out services or schedule changes for individual students.

Lesson Plans & Materials

- [ ] Write clear, step-by-step lesson plans for each period or block.
- [ ] Gather and label all materials and copies by period.
- [ ] Include log-in steps for any required technology.
- [ ] Provide early-finisher and backup activities.
- [ ] Explain where to leave completed student work.

Routines & Expectations

- [ ] Describe classroom expectations and how you recognize positive behavior.
- [ ] Explain key routines such as entering, transitions, and restroom use.
- [ ] Name helpful students who can answer routine questions.
- [ ] Describe calm, supportive ways to redirect students.

Student Support & Health

- [ ] Share students' health and support needs appropriately and confidentially.
- [ ] Note accommodations the substitute must provide during lessons.
- [ ] Identify allergies, medical needs, and where emergency medication is kept.
- [ ] Keep confidential details in a secure folder rather than on the desk.

Safety & Contacts

- [ ] Include emergency procedures and evacuation routes.
- [ ] Provide a current class list for drills and emergencies.
- [ ] List helpful staff contacts, including a teammate, the office, and the nurse.
- [ ] Explain how to contact the office or call for help.

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- [ ] Leave a form for the substitute to report on the day.
- [ ] Store the folder in a clearly labeled, easy-to-find location.
- [ ] Review and update the substitute folder each grading period.

Notes