

Establish & Maintain

A POSITIVE CLASSROOM ENVIRONMENT

A quick start guide for substitute teachers

Prepare

Lesson and Materials

- Review the lesson plan. If there is no plan, continue to prepare.
- Locate materials, books, supplies.
- Set up any materials you might need like a teacher's edition and dry erase markers.
- Look around the classroom for examples of rules/procedures/or current topics for learning.

Establish Leadership & Communicate Limits

Greet Students & Introduce Yourself

- Stand somewhere visible such as near the door way.
- Greet students and welcome them to class.
- Have a brief introduction prepared: Who are you? What is the plan? What else will students need to know today?
- Be enthusiastic. Kids will have more confidence in learning from you.

Procedures

- What are the Expectations for:
 - Noise level and completing work?
 - Completing work?
 - Asking for help or asking to use the restroom or get water?
 - Packing up and transitioning to the next class?
- What are students expected to complete by the end of the class period
- What will they do with it when finished?
- **What will it look and sound like?**

Maintain a Positive Learning Environment

Be Active

- Problems are proportional to distance.
- Teach and interact from different points in the room.
- Circulate: Check-in with students, answer questions, monitor activity.

Quick Response Guide



Proximity: Stand and teach near students who are having difficulty.



Circulate: Walk around the room continuously.



Quiet Corrections: Have a quiet conversation with students who are not meeting expectations.



Offer Choice: "You can do _____ or _____, but I will need you to stop _____."



Reminders: Ask students to share their understanding of the expectations: "What is the expectation for independent work?"



Keep it consistent: Use these responses equitably. Keep the rules and expectations the same for all students.



Don't overwhelm student with too many rules or choices: Keep it to 3-4 rules if there are no established class rules.



Review and remind students of expectations each time there is a transition (new activity, new group).