

Staff Assistance To Substitute Teachers

Teachers are required to maintain an up-to-date "substitute information" folder which will be easily located by a substitute teacher. Included in this folder will be the following information:

- A. Teacher's daily schedule
- B. Seating charts and/or class lists
- C. Daily lesson plan outline
- D. Alternate lesson plan which is to be updated periodically
- E. Location sheet indicating where the following items may be found:
 - 1. Texts and reference materials
 - 2. Supplies
 - 3. Keys
 - 4. Special assignments when necessary
- F. Explanation of any special procedures

Any or all of the above may be included in the staff members regular plan book.

If absence is expected in advance a note of direction and pertinent information would be professional and very helpful.

Date: August 11, 1986

Cross References: 4121 (P) Substitute Teachers
4121 (R) Compensation for Substitute Teachers
4121.1 (P) Staff Assistance to Substitute Teachers



LYNDHURST BOARD OF EDUCATION
Lyndhurst, New Jersey 07071
Policy

File Code: 4121.1

Staff Assistance to Substitute Teachers

The Lyndhurst Board of Education and its professional staff recognize that the services of substitute teachers provide for the uninterrupted flow of the educational program. It is therefore incumbent on the professional staff to provide a welcome atmosphere and professional assistance so that substitute teachers can enter a building and classroom and proceed with assigned duties in as efficient a manner as possible. The Superintendent of Schools will direct the districts professional staff to do all in their power to facilitate the above.

Date: August 11, 1986
Reviewed: August 29, 1994

Cross References: 4121 (P) Substitute Teachers
4121 (R) Compensation for Substitute
Teachers
4121.1 (R) Staff Assistance to Substitute
Teachers

Staff Assistance To Substitute Teachers

Teachers are required to maintain an up-to-date "substitute information" folder which will be easily located by a substitute teacher. Included in this folder will be the following information:

- A. Teacher's daily schedule
- B. Seating charts and/or class lists
- C. Daily lesson plan outline
- D. Alternate lesson plan which is to be updated periodically
- E. Location sheet indicating where the following items may be found:
 1. Texts and reference materials
 2. Supplies
 3. Keys
 4. Special assignments when necessary
- F. Explanation of any special procedures

Any or all of the above may be included in the staff members regular plan book.

If absence is expected in advance a note of direction and pertinent information would be professional and very helpful.

Date: August 11, 1986.

Cross References: 4121 (P) Substitute Teachers
4121 (R) Compensation for Substitute Teachers
4121.1 (P) Staff Assistance to Substitute Teachers

