



SUBSTITUTE TEACHER HANDBOOK

JOHNSON CITY SCHOOLS

The Johnson City School System is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, religion, age, national origin, disability or veteran status. If you feel that you have been discriminated against in an employment decision you may contact Dr. Robbie Anderson 423-434-5200 or by mail, P.O. Box 1517, Johnson City, TN 37605-1517.

Revised 10/2011

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SCHOOLS AND OFFICES

Dr. Richard Bales, Superintendent
Columbus Powell Service Center
100 E. Maple
P.O. Box 1517
Johnson City, TN 37605
(423) 434-5200

Science Hill High School
Melanie Riden-Bacon, Principal
Tony Spears, Assoc. Principal, 9th Grade
1509 John Exum Parkway
Johnson City, TN 37604
(423) 232-2190

Liberty Bell Middle School
Tammy L. Pearce, Principal
1318 Pactolas Road
Johnson City, TN 37604
(423) 232-2192

Indian Trail Middle School
David Peccia, Principal
307 Car-Mol Drive
Johnson City, TN 37601
(423) 610-6000

Cherokee Elementary
Mary Nell McIntyre, Principal
2100 Cherokee Road
Johnson City, TN 37604
(423) 434-5281

Fairmont Elementary
Carol McGill, Principal
1405 Lester Harris Road
Johnson City, TN 37601
(423) 434-5267

Lake Ridge Elementary
John Phillips, Principal
700 Carroll Creek Road
Johnson City, TN 37601
(423) 610-6030

Mountain View Elementary
Dr. Roger A. Walk, Principal
907 Kingsprings Road
Johnson City, TN 37601
(423) 434-5260

North Side Elementary
Sharon Pickering, Principal
1000 North Roan St.
Johnson City, TN 37601
(423) 434-5259

South Side Elementary
Amy Stover, Principal
1011 Southwest Avenue
Johnson City, TN 37604
(423) 434-5289

Towne Acres Elementary
Steven N. Barnett, Principal
2310 Larkspur Drive
Johnson City, TN 37604
(423) 854-4800

Woodland Elementary
Dr. Tracey M. Crowe, Principal
1203 Indian Ridge Road
Johnson City, TN 37601
(423) 434-5275

SCHOOL HOURS:

Science Hill High School (all campuses).....7:40 a.m. thru 2:40 p.m.
Liberty Bell Middle School7:40 a.m. thru 2:40 p.m.
Indian Trail Middle School.....7:50 a.m. thru 2:50 p.m.
Elementary Schools (all campuses).....8:15 a.m. thru 3:15 p.m.

Johnson City Schools Calendar

Please visit:

www.jcschools.org

Documents Required To Begin Substituting

1. Completed substitute teacher application



2. Identification sources:

- Passport or
- Social security card and Driver's License or another acceptable picture ID

3. Proof of education – copy of one of the following:

- High school or college diploma
- College transcripts
- GED certificate

4. Payroll forms:

- Cover Sheet
- W-4
- 1-9, Department of Justice
- TN New Hire Reporting
- Non-Discrimination Form
- Drug Free Workplace Form
- Blood Borne Pathogens Certificate Of Attendance

Eligibility To Substitute

The Johnson City Schools reserve the right to deny employment to any applicant. Completion of the substitute training class does not guarantee employment as a substitute. Further, substitute teachers can be terminated from service at any time, with or without notice.

Johnson City Board of Education Policy 5.701- SUBSTITUTE TEACHERS provides:

- All substitute teachers are employees of the Director of Schools.
- In order to be approved as a substitute teacher, a candidate must hold, at a minimum, a valid high school diploma or GED. All candidates must attend a training session.
- All substitute teacher candidates must be fingerprinted and have a background check.

AESOP Automated Educational Substitute Operator

AESOP is an automated system used to find substitutes for teachers and other staff during short term, temporary absences. AESOP allows staff to register their own absences using a web site or an Interactive Voice Response phone system. AESOP then finds substitute teachers to fill each vacancy and allows substitutes to view and accept jobs online. Unfilled jobs trigger automatic phone calls to qualified substitutes. The administrative management functions of AESOP provide administrators with full information about absences and substitute assignments.

AESOP instruction is provided to each substitute during the substitute training class. You will be provided with an ID# and a Pin# during the training. You will be activated in AESOP within a few days of the completion of the class and the completion of your paperwork. If you have questions or comments regarding the use of the AESOP system, please contact the Department of Human Resources. For Further information on AESOP see the Phone Guide at the end of this Handbook or use your ID# and Pin# to log on to www.aesoponline.com.



Active Substitute List

Only those persons on the active substitute list are eligible to substitute teach. The active substitute list is maintained by the Department of Human Resources. A candidate is not eligible for placement on the list until he or she has attended the required training, has been fingerprinted and has completed all employment forms.

**THE JOHNSON CITY SCHOOLS RESERVES THE RIGHT TO DENY
EMPLOYMENT TO ANY APPLICANT. COMPLETION OF THE
SUBSTITUTE TRAINING CLASS DOES NOT GUARANTEE
EMPLOYMENT AS A SUBSTITUTE.**

To remain on the active substitute list, substitute teachers must notify the Department of Human Resources of their desire to substitute by the beginning of each school year. (Form found on page 15.)

Substitute teachers are responsible for notifying the Department of Human Resources of any change in name, phone number, address, teaching preference or request to be removed from active list. The mailing address for the Department of Human Resources is P.O. Box 1517, Johnson City, TN 37605, phone 423-434-5207. A Change of Information Form is located at page 17.

Evaluation Procedures



Principals/classroom teachers are requested to complete a Substitute Evaluation Form (page 18) for each substitute. The Director of Schools, with input from the Human Resources Department, shall determine, on the basis of these evaluations and other relevant information, which substitutes have performed at an acceptable level. If it is determined that a substitute has performed below a level considered acceptable, the substitute will be removed from the active substitute list. An attempt will be made to evaluate all substitutes at least once annually.

Complaints About Substitutes

If a significant complaint in regard to a substitute teacher's performance or behavior is received, the substitute will be contacted by the Human Resources Department either by phone or by mail. If the behavior reported amounts to a serious breach of duties, the substitute will be immediately removed from the Active Substitute List. The substitute will be notified by mail of the action taken and the reason for the action. If the substitute believes the information regarding his/her performance or behavior is inaccurate, the substitute has the responsibility of contacting the Human Resources Department to discuss the information and removal from the substitute list.

If the complaint/concern is less serious, the substitute will be asked to come in for a conference. At this conference, the nature of the complaint will be discussed and appropriate actions to address the problem will be decided upon. If continued complaints are received, the substitute teacher will be removed from the Active Substitute List.

Once a substitute has been removed from the Active Substitute List, reinstatement will be made only upon the recommendation of the Superintendent of Schools.

An individual school can request that a substitute teacher be restricted from substituting at that school. Such requests will be honored if the school has a reasonable basis for the request. Depending on the circumstances and the nature of the reason for the restriction, the substitute may or may not be notified of the restriction. If several schools request restriction of the same substitute, the substitute is subject to being removed from the Active Substitute List. The substitute will be notified, by mail that such removal has occurred.

An occurrence of the following behaviors may result in immediate removal from the Active Substitute List:

- Using profanity in the presence of students;
- Endangering students by leaving them unattended for inappropriate amounts of time or by falling asleep in the classroom;
- Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic or physical conduct, or subjecting students to racial or sexual harassment;
- Using alcohol or unlawful drugs on school premises;
- Insubordination;

- Willful violation of school rules/regulations;
- Willful refusal to follow instructions and or lesson plans left by the classroom teacher; or
- Any other inappropriate behavior.

Upon removal from the Active Substitute List, the substitute teacher in question will be notified of such removal in a timely fashion, by mail.



Classroom Ethics

Information obtained about students, including grades/performance must be kept confidential. It is against the law to disclose information contained in a student’s personal folder, a student’s grades or the fact that a student has a special need or disability. In other words, a substitute should assume and act as if any information learned about a student as a result of being a substitute teacher is confidential. In addition, personal information regarding other teachers should not be publicly disseminated. Substitute teachers are representatives of the entire Johnson City School System.

Personal religious or political beliefs, philosophies and opinions may not be imposed upon the students. Substitute Teachers may not distribute religious, political or commercial materials to students without prior permission from the principal.

Duties, Responsibilities And Expectations For Substitutes

No visitors or guests (child or adult) may come to school with a substitute.

Substitute Teachers are employees of the Superintendent of Schools and work under the direction of the school principal. All substitute teachers are expected to arrive on time and to remain on the job until all students have been picked up by their parents, been put on the bus, or have otherwise been dismissed. School hours are as follows:

Science Hill High School (all campuses)	7:40 a.m. thru 2:40 p.m.
Liberty Bell Middle School	7:40 a.m. thru 2:40 p.m.
Indian Trail Middle School	7:50 a.m. thru 2:50 p.m.
Elementary Schools (all campuses)	8:15 a.m. thru 3:15 p.m.



Substitutes should arrive at elementary schools no later than 8:00 A.M., at Indian Trail no later than 7:30 A.M. and at Liberty Bell and Science Hill High School campuses no later than 7:20 A.M.

At the beginning of each day of employment:

- The substitute is to report to the office of the school in which he/she is to substitute.
- The substitute must sign in each day and secure a visitor/substitute badge. This badge must be returned to the school office at the end of the school day.
- When checking in, substitutes should be prepared to provide the school secretary with their name and social security number for payroll purposes.

Substitutes are hired for the entire school day and are expected to use the entire day in service to the system. Substitutes are not entitled to a planning period.

During breaks from classroom duties, substitutes are to report to the school office for assignment from the principal. Note that substitutes are entitled to the same lunch period as the regular classroom teacher whom they are replacing.

The roles of a substitute teacher are to maintain classroom discipline and to carry on the classroom procedures as if he/she were the regular teacher. A substitute teacher has the same responsibilities and the same duties as the regular teacher, including bus duty and playground supervision. Substitute teachers should, as far as possible, follow any lesson plans and instructions left by the classroom teacher. Substitutes do not have the authority to make changes in daily curriculum except in emergency situations. Discipline should be maintained and students are to be held accountable for their work, classroom behavior, attendance, etc. Non-routine punishment (written or otherwise) may not be administered by a substitute teacher. If discipline problems arise, the principal must be notified.

Make notes for the regular classroom teacher about your day. Include information about problems during the day and any other information that you feel the teacher might want to know. If you were not able to follow lesson plans, if an assignment could not be completed or if you had to rearrange schedules, leave a note explaining why.

The substitute teacher should be familiar with the guidelines and procedures used in each school. This information should be provided to substitutes when they check in at the school office each morning. The school should provide substitutes with the following: a general map of the school; emergency phone numbers; the schools general guidelines and procedures; and the school's crisis plan. If questions arise throughout the day, you should contact the school office or the principal.

Class attendance must be checked carefully and accurately at the beginning of the day and an attendance report sent to the school office. Attendance must also be checked after each class change and any student absences reported to the school office immediately.

If an illness or accident occurs, the substitute should follow the schools guidelines and procedures. Universal precautions must always be observed.

Substitute teachers are expected to use common sense and good judgment in addressing problems with students and other staff members. If however, a problem cannot be properly resolved at an individual level after an attempt at resolution has been made, the matter should be referred to the school principal.

At the end of the day, take a few moments to straighten up the classroom. Pick up any papers or other debris left on the floor. Make sure all windows and any outside doors are shut and locked. Sign out at the office.



Pay Information

Substitutes that hold a current Tennessee Teacher License are paid \$60.00 per day. All other substitutes are paid \$55.00 per day.

When a substitute with a current Tennessee teacher license has substituted in the same position for forty (40) consecutive days, pay will be in accordance with the regular teacher salary schedule based upon the education and experience of the substitute.

Calendar - Logs

It is suggested that each substitute keep an up to date calendar/log of days and schools worked. Because the Johnson City School system has approximately 220 active substitute teachers who work at schools throughout the entire system, it is possible for payroll information to get misplaced or misdirected. While it is unlikely that this will occur, having a calendar/log will help to clear up any potential problems.

Appropriate Dress



Substitute teachers are required to adhere to the same dress suggestions as the regular Johnson City School teachers.

- All substitutes should dress modestly and present a neat, clean appearance.
- Blue jeans, sweat pants, sweatshirts and shorts should not be worn except on “field day” or for some other special activity.
- Blouses, shirts or tops that reveal the midriff or chest may not be worn.
- Hats and caps are not appropriate for wear inside the buildings.
- Clothing of any sort that contains a message that promotes alcohol, drugs, tobacco or any other type of message that may cause a disruption or disturbance in school may not be worn.
- Clothing which contains obscene or suggestive language may not be worn.

On The Job Injuries



If you are injured while on the job as a substitute, you **must report** the injury to the principal immediately. This report must be completed no matter how small or insignificant your injury may be. The principal will give guidance and assistance on necessary procedures and paperwork.

Responsibilities Of The Regular Teacher

Except in an unplanned absence, the regular classroom teacher should supply the following for the substitute:

- Lesson plans;
- Materials necessary to teach lesson plans;
- Class schedule and teacher schedule when it deviates from the class;
- Class roll;
- Seating chart;
- Room committees;
- List of students with special needs or disabilities;
- Location of supplies/materials; and
- Name of nearby teachers who can be of assistance.

If you are substituting for an unplanned absence, the classroom teacher may not have had an opportunity to prepare all of the above listed information. If you have questions or need additional information in order to adequately carry out classroom lesson plans or procedures, contact the school principal as soon as possible.

How To Sub More Days Than You Can Imagine!

- Check in with AESOP often.
- Accept jobs as often as possible.
- Be on time in the morning and for each class period.
- Always “check in” at school office with secretary/personnel in charge of substitutes.
- Be cheerful, pleasant and ready to assist in any way you are needed.
- Follow through with all instructions left by classroom teacher. The teacher depends on you to carry through as if he/she were present.
- Follow lesson plans left by the teacher (**not following lesson plans is the #1 complaint of the classroom teacher**).
- Start students working promptly and let them know *you are in charge*.
- Follow class schedule.
- Leave clear, complete notes for teacher.

- Compile information/papers submitted by students for teacher.
- Don't try to be the students' friend; *you are the teacher of the day.*
- If you had a particular problem, inform the principal or secretary before you leave.

Additional Considerations

SAFETY/EVACUATION PROCEDURES

- If you are not provided with a copy of the school's emergency procedures when you arrive to substitute, request this information at the office.
- Familiarize yourself with your surroundings so that you know how to evacuate the class in the event of a fire drill or other emergency. Fire/weather drill routes are posted in all classrooms.
- Know where the nearest exits are located.
- Have a class roster to take with you as you evacuate building.

HANDLING ACCIDENTS/ILLNESSES

- Do not touch a student where he/she is bleeding, even if you use gloves. Provide the student with tissue or paper towels, instructing them to hold it on their wound.



- If appropriate, send the student to the office or nurse's station for further care.

If the situation is an emergency, dial 911.

- Adhere to Universal Precautions training at all times.
- Do not administer medicine of any kind to students. (No aspirin, cough medicine, prescription or non-prescription drugs.)

INCLEMENT WEATHER

- Listen to local radio/television station for instructions on reporting times.
- If you are scheduled to substitute on a snow day, be sure to report to your school 20 minutes before students are required to report.
- Know the procedures for dismissing students early.
- Inquire about extra duties during times of inclement weather.



STUDENT PICK UP

- Know procedures for escorting students to bus pick-up/parent pick up.
- Elementary and Middle School Substitutes may not leave before all his/her students have been picked up at end of day.

Response To A School Crisis

Please familiarize yourself with the following crisis plan. If you experience a crisis while you are substituting you must immediately notify the principal who will adhere to this crisis plan.

1. Every crisis plan at the school level should include notification of a “real” person at central office (no message left on voice mail.)
2. A school in crisis should contact Evelyn Dugger at 434-5205. (This call should be placed second to the 911 call.) In the event that Evelyn does not answer the phone, the school should continue through the list of the individuals in the following order until direct contact is made:
 - Front Desk/Receptionist 434-5200
 - Sharron Livingston 434-5207
 - Secretary/Info 434-5233
 - Kim Adams Korey 434-5219
3. When the school reaches a central office staff person, a brief description of the crisis should be provided: the central office staff person should collect the information asked for on the “Crisis Assessment and Information Sheet”.
4. The central office person with whom contact has been made should then notify Dr. Richard Bales, Superintendent of Schools, and Dr. Debra Bentley, Public Relations. NOTE: both individuals need to be contacted directly – no notes or voice mail.
5. In the event that Dr. Bales, is out of town or otherwise unavailable, the central office staff person should continue through the list of individuals in the following order until contact is made:
 - Dave Chupa – 434-5221
 - Lee Patterson – 232-5384
 - Pam Cox – 434-5212
6. In the event that Dr. Debra Bentley is out of town or otherwise unavailable, the central office staff person should continue through the list of individuals in the following order until contact is made:
 - Robbie Anderson – 434-5222
 - Janie Snyder – 434-5585
7. The Superintendent of Schools or his designee should assess the situation and determine if additional central office staff needs to be sent to the crisis site. The Superintendent of Schools or his designee should also determine whether or not any other individuals should be notified.

Johnson City School's Biological Hazard Plan

The following is a copy of the Biological Hazard Plan for the Johnson City Schools. All substitute teachers should read and familiarize themselves with this plan.

Responsibility of Person Intercepting Suspicious Substance or Article

1. One person should check all in-coming mail or packages at a designated location.
2. In the event of a suspect letter or package, notify principal or designee for determination of calling 911 and ask for hazardous materials personnel.
3. Do not shake, smell, taste, or empty contents of any suspicious envelope or package.
4. Place the envelope or package in a clear, double bag (plastic or garbage bag) tie or seal.
5. Person with initial contact should take the bag to a vacant non-critical room away from food processing and ventilation. Preferably, this should be an outside room.
6. Initial contact person should remain isolated while awaiting hazardous-materials response personnel.
7. Initial contact person should wash hands and be careful to keep hands away from the face.

Principal or Principal Designee Plan

1. Principal or designee must contact the Director's Office concerning incident.
2. Principal or designee shall secure the location(s) where substance has been. Should several people be in the area where substance is found, persons should remain in secure location until hazardous-materials response personnel releases them.
3. Prohibit all persons from entering location(s) where substance has been.
4. Principal or designee should contact maintenance department to alert them to possible ventilation contamination.
5. Principal, in concert with hazardous-materials response personnel and/or Director of Schools, will determine if full or partial evacuation is necessary.
6. If warranted, put into effect immediate evacuation plan.

Communication Plan

1. Notify central office or alternate pick-up point(s).
2. Public Relations Department will provide immediate press release with communication points.

For Content Found in the Courier Van

1. Double bag and tie or seal content.
2. Do not remove from the van.
3. Contact 911 and take the van to a location determined by hazardous-material response personnel.

Tips For The Elementary and Middle School Substitute Teacher

- Introduce yourself and write your name on the blackboard. Tell children that you understand it feels different to have a substitute teacher.
- Promise to try your best to stick to the normal routine, but remind students that doing things differently can be fun, too.
- Refer to the students by name as often as possible. If a seating chart has not been provided, be prepared to supply each student with a blank, self-adhesive mailing label. Have students use markers to print their names on the labels. Decorate and stick labels on clothing for instant nametags.
- Come prepared with small rewards such as stickers, stamps, and decorative pencils. Award these to the group for their cooperation.
- Make good use of the teacher edition of any text. With each chapter or unit, there are usually supplemental activities and questions worth exploring.
- Play “stump the sub”. Have students complete a reading assignment and then compile a list of questions and answers based on their reading. Students take turns trying to “stump the sub” by quizzing you with their questions. If you answer correctly, score one point. If you’re stumped, the class scores a point.

Start a file of newspaper and magazine articles, puzzles, word games, and brain-teasers. Slip the clippings into separate folders according to the grad or age level you teach. After sharing a story or activity with a group, use the inside of each folder to jot a note to yourself, recording when and where you used each activity. You won’t use the same activity twice with the same group, and you will know when your folder supply needs to be updated and restocked.

**REQUEST TO REMAIN ON THE ACTIVE
SUBSTITUTE TEACHER LIST**

Johnson City Schools
Department of Human Resources
P.O. Box 1517
Johnson City, TN 37605

NAME: _____ DATE: _____

SS#: _____ PHONE: _____

ADDRESS: _____

Substitute Training Date: _____

School and Grade Preferences: _____

I WISH TO REMAIN ON THE ACTIVE SUBSTITUTE LIST FOR THE
SCHOOL YEAR _____. I UNDERSTAND THAT THE
COMPLETION OF THIS FORM DOES NOT GUARANTEE MY
EMPLOYMENT BY THE JOHNSON CITY SCHOOLS AND DOES NOT
CONSTITUTE NOR REPRESENT AN EMPLOYMENT CONTRACT.

Signature

Date

APPROVED:

Date added to Active List

**REQUEST TO BE REMOVED FROM THE ACTIVE
SUBSTITUTE TEACHER LIST**

Johnson City Schools
Department of Human Resources
P.O. Box 1517
Johnson City, TN 37605

NAME: _____ DATE: _____

SS#: _____ PHONE: _____

ADDRESS: _____

Substitute Training Date: _____

School and Grade Preferences: _____

I WISH TO HAVE MY NAME REMOVED FROM THE ACTIVE SUBSTITUTE LIST
FOR THE JOHNSON CITY SCHOOLS FOR THE PERIOD OF _____
mm/dd/yy
TO _____. I UNDERSTAND THAT AT THE END OF THIS
mm/dd/yy
PERIOD I MAY REQUEST TO BE REINSTATED TO THE ACTIVE LIST.

Signature

Date

APPROVED:

Date Removed from List

**NOTIFICATION OF CHANGE OF INFORMATION
FOR SUBSTITUTE TEACHER LIST**

Johnson City Schools
Department of Human Resources
P.O. Box 1517
Johnson City, TN 37605

NAME: _____ DATE: _____

SS#: _____

PLEASE MAKE THE FOLLOWING CHANGES IN MY INFORMATION FOR THE
SUBSTITUTE TEACHER FILES:

Address: _____

Phone: _____

Days Available to Substitute: _____

School and Grade Preferences: _____

Additional Comments or Information: _____

Signature

Date

Completed:

Date & Initials

SUBSTITUTE EVALUATION FORM
Johnson City Schools

Substitute Teacher: _____ Work Date(s) _____

Classroom Teacher: _____ Principal: _____

Data Sources (check all applicable): ___ classroom teacher report ___ classroom observation

 ___ conversation with substitute ___ reports from faculty ___ staff reports

 ___ student reports ___ parent reports ___ physical evidence

INSTRUCTIONS: Rate the Substitute Teacher's performance on any of the criteria for which you feel you have appropriate data. Please use the following scale:

1 = unsatisfactory 2 = satisfactory 3 = commendable 4 = not observed

I. INTERPERSONAL SKILLS

1. _____ Rapidly establishes an appropriate level of rapport with students.
2. _____ Establishes and maintains student discipline in an environment conducive to teaching and learning.
3. _____ Is courteous to staff and students.

COMMENTS: _____

II. INSTRUCTIONAL SKILLS

1. _____ Clearly articulates the procedures and goals of the lesson to be taught.
2. _____ Makes efficient and meaningful use of instructional time.
3. _____ Adequately interprets and implements instructional plans prescribed by the classroom teacher.

COMMENTS: _____

III. LOGISTICAL SKILLS

1. _____ Understands and follows rules, procedures and routines required of substitute teachers, in general, and of the school, in particular.
2. _____ Completes end-of-day reports for the classroom teacher.

COMMENTS: _____

IV. PROFESSIONAL SKILLS

1. _____ Arrives promptly and stays until all duties are complete.
2. _____ Makes appropriate referrals to the building administrator(s) and other professional persons.

COMMENTS: _____

CHECK ONE

This Substitute Teacher is **RECOMMENDED** for a return visit to my (check one)
_____ school _____ classroom

This Substitute Teacher is **NOT RECOMMENDED** for a return visit to my (check one)
_____ school _____ classroom

Signature: _____ Date: _____

Forward to: Human Resources, Attn: Lee Patterson

SUBSTITUTE REPORT FORM

Johnson City Schools

Department of Human Resources

P.O. Box 1517

Johnson City, TN 37605

Substitute Teacher: _____ Work Date(s) _____

Classroom Teacher: _____ Principal: _____

Please answer the following questions and return this form to the office of the school in which you substituted or to the Department of Human Resources.

1. Were you provided with adequate lesson plans? _____

Please explain. _____

2. Were you provided with the materials necessary to teach the lesson plans? _____

Please explain. _____

3. Were you provided with a class and a teacher schedule? _____

4. Were you provided with a class roll and seating chart? _____

5. Were you given a list of students with special needs and provided with the resources to address those needs? _____ Please explain. _____

6. Were you called to substitute in an emergency situation (i.e. sickness) or were you scheduled to substitute in advance? _____

7. Were you treated in a professional and helpful manner by staff and teachers? _____

8. Did you encounter any problems about which the teacher and/or principal should know?

Please add any other information that you think would be helpful. _____