

Culbertson School District Guest Teacher Handbook



To Our Guest Teachers:

Welcome to Culbertson Public Schools! We appreciate your help in working with our students while their regular teacher is away. Please use this handbook as an easy reference for standard questions. If you still have questions, feel free to contact a neighboring teacher or the administration. We want to make your time with us successful—for you and your students.

NOTIFICATION OF GUEST TEACHERS

All guest teachers will be approved by the Culbertson School Board and will be placed upon the Guest Teacher list pending a background check. Preference in hiring a guest teacher will be given to substitutes who are currently certified in the area that needs to be filled. If a teacher with a current certificate is unavailable, consideration will be given to those on the list who were certified at one time, but have let their certificate elapse. In the case that there is no one available under these two categories, a substitute with the best background, in the area needed, will be hired. A name may be removed from the list by Board action upon the request of the administration. There is no guarantee that you will be called on a routine basis.

Teachers may submit a list of three approved guest teachers that they would like to recommend for substitute teaching in their classrooms. Every effort will be attempted to secure the teacher's first choice. If these people are not available other guest teachers will be contacted to fill the position. If a teacher needs an emergency guest teacher, the name will be selected from the approved Guest Teacher list. It is expected of teachers to give as much as advance notice as possible when they will require a guest teacher.

REPORTING PROCEDURES FOR GUEST TEACHERS

You will be expected to work at 8:00 a.m. when arrangements have been made prior to the day you are needed to substitute teach. If you are called for an emergency substitution you are asked to report in a timely manner. Please report directly to the main office and sign in. At this time you may receive instructions and information concerning:

- 1) Your assignment for the school day.
- 2) Any particular bulletins/announcements for the day.
- 3) Any departures from the normal schedule.
- 4) Any other information pertinent to the position.

GENERAL INSTRUCTIONS

- 1) Check the teacher's desk for lesson plans and guest teacher notebook.
- 2) Tell the class your name; you may wish to write it on the whiteboard.
- 3) Learn the students' names as quickly as possible.
- 4) Follow established routines. Check attendance from class list and call the office with students who are absence. Take lunch count if it is first period and call the lunch room (dial 122).
- 5) Classroom control is very important. Students will follow your lead. Face the class with quiet confidence. The first ten minutes in a room can set the stage properly or ruin your chance for success.

State your expectations; model your expectations; practice your expectations. If the students know your expectations in desired behavior upfront the day will flow more smoothly.

- 6) Follow the teacher's lesson plans as closely as possible, The Guest Teacher Folder will contain information concerning the classroom seating charts and the daily class program. Avoid having to be a "baby-sitter" by not turning the class period into a study hall. At the end of the day please leave information for the teacher concerning what was covered as well as any problems that may have arisen during the day (especially discipline).

SCHOOL'S EXPECTATIONS OF GUEST TEACHERS

- 1) Arrive on time and remain on duty until 15 minutes following the conclusion of the last class period.
- 2) Familiarize yourself with the routine of the school.
- 3) Keep the atmosphere of the classroom pleasant and conducive to good work habits.
- 4) Use misbehavior as a chance to reteach proper behavior.
- 5) Perform the regular duties of the teacher in maintaining good housekeeping (care of plants, feed animals, pick up the room, etc.)
- 6) Enforce classroom rules—do not stray. Handle a majority of the discipline problems that occur in the classroom.
- 7) Notify the main office in case of accident or severe problem.
- 8) Be responsible for every child in the room during an emergency and/or fire drill.
- 9) Confer with the principal/and or regular teacher when advisable.
- 10) Assume the duties of the regular teacher which may include:
 - a) hall supervision
 - b) recess duty
 - c) correction of pupil work
 - d) collection of homework
- 11) Attend staff meetings if employed for a continuous week or more.
- 12) Study curriculum guides and textbook materials in order to become as familiar as possible with our educational programs.
- 13) **MAINTAIN A STRONG CODE OF ETHICS**- Be professional in the kind and nature of comments that you make to students; make outside of school and to the parents who come to the school. **Confidentiality is a must!** You represent our entire school when you are out in public; please represent us well.
- 14) Take an active interest in the classroom and do an effective job teaching.

- 15) Keep accurate records and make accurate reports of happenings in the classroom.
- 16) Be neat, well groomed and dress appropriately for the subject you will be instructing. Speak in a firm, and yet friendly, well-modulated voice when on school grounds.
- 17) **Do not leave students unattended in the classroom for any reason!!!**

WHAT GUEST TEACHERS MAY EXPECT FROM:

A. Principal

- 1) Ensuring that teacher leave the Guest Teacher folder in a visible location on their desk.
- 2) Helping you become acquainted with the staff and students.
- 3) Bring to you attention special situations that may exist.
- 4) Expressing sincere appreciation for your cooperation.

B. Regular Classroom Teacher

- 1) Will leave the following on top of the teacher's desk:
 - a) Guest Teacher Folder- will include:
 - Procedures
 - Seating chart(s)
 - Classroom rules and consequences
 - List of students in various activities and programs such as Resource Room, Title I, band
 - Fire drill plans and map of exit route
 - b) Lesson Plan Book
 - c) Home phone number
- 2) The teacher will be asked to completed a Guest Teacher evaluation form upon return to the classroom

C. Students

- 1) May be somewhat reserved and quiet at first with a new teacher.
- 2) Attempting to "try you out" the first day to see what you will allow.
- 3) Cooperating with you and being very helpful, with a few who will try to dominate and show off (especially the elementary levels).
- 4) Displaying respect for self, other, and property (remember to model this as well).
- 5) Producing high standards of work under your supervision.
- 6) Adjusting to the new situation within a short time period.

GUEST TEACHER EVALUATION

The performance of the guest teacher will be rated by the regular classroom teacher. A copy of the form is at the end of this handbook. The evaluation will be completed and turned into the building principal for review. Guest teachers will be notified by the principal if his/her work is deemed unsatisfactory. Techniques for improvement will be discussed at that time.

OTHER DUTIES OF GUEST TEACHER

Instructional Supplies: If you have a need for instructional supplies not available in the classroom, check with the office personnel. They will aid you in securing needed supplies.

Recording Attendance and/or Tardies: You will be responsible for taking attendance. Students are to be in the classroom when the tardy bell rings. Students arriving after the tardy bell are tardy unless they have a note from another teacher or the office.

Admit Slips/Check-out Slips: You may be required to sign an admit slip for a student returning to class after an absence. Check the lesson plan book for the missed assignments and write them on the slip for the student. If a student is scheduled to check-out (ex. for a doctor's appointment), make sure they have a note or check-out slip permitting them to do so.

Student Passes: Hall passes are required for ALL students entering and leaving the classroom after the bell rings. *There will be three types of hall passes to be used by the students: a locker pass, a bathroom pass, and an office pass. These hall passes will be on lanyards for the student to wear or hold so they are visible to school personnel. No student should be in the hall during class time without possessing one of these passes or having a written note from a teacher.* Use hall passes sparingly. **A STUDENT CANNOT LEARN IF HE/SHE IS NOT IN THE CLASSROOM.**

Fire Drills: Fire drills will be held regularly. A drill plan has been worked out for you.

Remember to close all windows, turn-off the lights, bring your grade book and close the door after ensuring that all students are out of the classroom. Once students reach the designated area take roll call to account for all students.

Student Removal from Class: If a parent or person not affiliated with the school seeks information about a child and wishes to take the child from the classroom, please direct that person to the main office. The principal will then be responsible for the decision of whether or not to excuse the child and will notify you of that decision.

MEET & GREET SYSTEM: Be visible in the hallway or doorways during passing classes or breaks. Take this opportunity to not only monitor transitional behavior; but to also *positively* set the tone for each class period. *Visit with your students; let them see you smile.*

HINTS FOR SUCCESSFUL CLASSROOM MANAGEMENT

- 1) Start the day out quickly, firmly, and concisely. Be pleasant. Appear confident. Let the students know that you are aware of the classroom rules and will be enforcing them. You will gain respect with your actions including giving respect to the students.
- 2) Get the students actively involved in the learning process right away and keep them actively involved.
- 3) Problems may be eliminated if questions are phrased so that only one student will answer.. or so that the children will raise their hands. For example:
 - a) "Raise your hand if you can tell me where..."
 - b) "Johnny, where are the math books kept?"
- 4) Specific praise goes a long ways! (i.e. "I really like how Suzy..")
- 5) Put things at the appropriate age level.
- 6) In the primary grade...
 - a) allow for movement between activities
 - b) break activities with songs, games, etc.
 - c) allow for group interaction when appropriate
 - d) educational games like "spell downs" work well to fill in extra time
- 7) Smile, be friendly, show enthusiasm, show respect.
- 8) Know the students' names! Involve the "active" student by having them help you with classroom tasks.
- 9) Remain calm and relaxed. Don't lose your "cool" (especially in a crisis situation).
- 10) Maintain established routines as much as possible.
- 11) Be positive!
- 12) Firmness is important. Students need to know that you can command the situation and will.
- 13) NEVER degrade a student in front of the other students!
- 14) Handle problems as they arise.
- 15) Deal with the individual student, not the group, when corrections are necessary. Be sure to have all of the facts. Listen to both sides of the story. Focus attention on the problem.
- 16) If you need to send a student to office, call the office so the principal may come to escort them to the office.
- 17) If you anticipate problems, let the principal know in advance.
- 18) Be consistent with our rules, regulations and expectations.

Evaluation of Guest Teacher

Guest Teacher: _____ Dates: From _____ to _____

Classroom Teacher: _____

Please comment below on the performance of your guest teacher and return this form to the principal within three days upon returning following an absence.

Check "Yes" or "No"	<u>Yes</u>	<u>No</u>
1. Lesson plans were followed as directed	_____	_____
2. Procedure for correcting papers followed	_____	_____
3. Problems and/or concern were reported by the guest teacher.	_____	_____
4. Classroom was left in clean, proper order	_____	_____
5. Classroom management was satisfactory	_____	_____

Overall Appraisal of Guest Teacher

On a 5-point appraisal scale: (#1 Excellent to #5 Poor), please circle the number that best describes the guest teacher's performance.

1 2 3 4 5

Remarks:

If you have any concerns about the return of this guest teacher to our building, please discuss these concerns with the principal.

Teacher Signature

Date