

Notes from the chart paper at SubShortage Workshop July 27, 2015

School Secretaries	Permanent Teachers	Students	District
Clearly identify office— check in	Create emergency subfolders for the classroom, include classroom rules, list of students, when students are leave the class, seating chart	Welcome substitute teacher in a warm and friendly way (maybe encourage school student leaders to show subs where their classrooms are)	Create a user-friendly website with clear steps on how to become a substitute teacher in the district
Emergency evacuation plans	Display classroom rules	Provide positive feedback to substitute teachers	Show SubFable video to teachers, administrators, and school staff
Inform substitute teacher if there are any special events	Provide positive feedback to substitute teachers		Provide positive feedback to substitute teachers
Assign buddy teacher	Leave notes for substitute teachers in calling system	Clearly understand expectations	Help substitute teachers become permanent teachers in the district
Provide positive feedback to substitute teachers	Assign buddy teacher		Train substitute teachers in necessary classroom skills
Ask yourself: Are we a sub-friendly school?	Ask yourself: Are we a sub-friendly classroom?		Provide fair pay, increased pay if trained individual
Greet teachers in a warm and friendly manner	Leave a thank you note for the substitute teacher		Provide substitute teachers with professional development opportunities
Continually recognize the best substitute teachers in the school			Train substitute teachers in how to use the technology found in the classroom
Give free lunch to the substitute teacher			Ask yourself: Are we a sub-friendly district?
			Provide each substitute teacher with a handbook
			Celebrate SubWeek