

CLASSROOM BEGINNINGS: A Teacher's Guide

PREPARING FOR OCCASIONAL TEACHERS

You may never meet your occasional teachers but you must prepare for them in the event of illness.

For your students to continue learning during your absence, you must assist and support the occasional teacher by providing the following information:

- ⇒ a class list, picture of the class and a seating plan;
 - ⇒ names and schedules of students who leave the classroom for special reasons such as medication, remedial or gifted programs, speech, etc.;
 - ⇒ lesson plans with appropriate materials;
 - ⇒ a schedule of classes with room numbers, times including regular classes, special classes, (day and time), and an alternate plan in case special classes are canceled;
 - ⇒ information on students with health or specialized learning needs;
- ⇒ class rules and expectations;
 - ⇒ yard or other duty schedules;
 - ⇒ names of colleagues who will assist;
 - ⇒ procedures for taking attendance, money collection, fire drills, opening, lunch dismissal, free time, discipline, student illness, etc.;
 - ⇒ names and schedules of assistants, resource people and/or volunteers; *and*
 - ⇒ floor plan of building.

Invite occasional teachers to leave a note about their successes and challenges. You should know what content was covered, the homework that may have been assigned and suggestions that would make the occasional teacher's role easier in the future. This communication will help with the continuity of learning for your students.