

Occasional Teaching-Teacher Duties

You are to assume the duties of the teacher you are replacing. These include:

Arriving at the school no later than the time specified on the job.

Reporting to the main office upon arrival at the school.

Accessing your classroom and supplies in a timely fashion.

Checking in the main office or in the classroom for keys, lesson plans, attendance procedures, office referral forms, student safety plans, identified emergency procedure processes, lockdown procedures and student health issues. **If these are not provided, ask.**

Taking attendance of students in accordance with the school's established procedures.

Following the lesson plans provided by the teacher.

Providing appropriate work when no lesson plans have been left. Seek advice from the main office if you have questions or concerns.

Providing supervision for the students in your care at all times.

DO NOT LEAVE STUDENTS UNATTENDED (e.g. in hallways, classrooms, gym, etc.).

Report student behavior issues or incidents of concern to the main office

Reporting student or staff accidents/injuries and/or violent incidents to the main office immediately and ensuring that any necessary reports are completed.

Leaving a note for the regular classroom teacher that summarizes the work you were able to cover with students and reports any concerns with respect to student behavior, etc.

Before leaving school, return keys to the main office.

Remaining in the school for the entire instructional day.