

# Long-Term Assignment Prep (During Remote Learning)

**HR Leaders:** This planning tool is designed to help ensure that substitute teachers in long-term assignments are set up for success. Note that it assumes that long-term subs have at least a few hours of paid time to get oriented to their assignment before they begin an assignment. We recommend providing this to principals when a long-term assignment is identified and walking through it together. When you move out of remote learning, update the tool to remove the references to online instruction.

## Assignment Overview- HR COMPLETES

Grade/Subject		Teacher	
Anticipated Dates		Schedule	

## Substitute Teacher Contact Info- HR COMPLETES

Name		Email	
Phone		Text OK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Quick Bio	NAME has been a substitute teacher for XX years. Prior to becoming a substitute teacher NAME was DOING WHAT. NAME's favorite book is (ADD BOOK APPROPRIATE TO AGE) and outside of school he/she/they enjoy doing XYZ.		

## Next Steps and Resources

	Activity	Principal / AP Role	Resource
1	Planning Meeting	Schedule and host Zoom meeting	<a href="#">Suggested Agenda</a>
2	Assignment Details	Complete before planning meeting	<a href="#">Planning Template</a>
3	Shadow Day	Schedule visit to a virtual classroom	<a href="#">Sub Reflection Worksheet</a>
4	Introductions	Send to students, families and staff prior to sub starting	<a href="#">Email Template</a>
5	Request Accounts	<b>(Add details for your district)</b>	

## Suggested Planning Meeting Agenda (45 minutes)

Attendees: Principal, incoming substitute teacher, regular classroom teacher (if appropriate)

Time	Topic
10 min	Introductions & Sub Quick Bio
10 min	Review <ul style="list-style-type: none"> <li><input type="checkbox"/> Assignment Details</li> <li><input type="checkbox"/> Welcome Plan</li> <li><input type="checkbox"/> Daily Schedule</li> <li><input type="checkbox"/> Contact Info</li> <li><input type="checkbox"/> School Communications</li> <li><input type="checkbox"/> Essential Information</li> </ul>
15 min	Instructional Plan (you may need additional meeting on this) <ol style="list-style-type: none"> <li>1. Getting Oriented               <ol style="list-style-type: none"> <li>a. What is important to know about this class?</li> <li>b. What's their current routine?</li> <li>c. How will the sub learn about the curriculum?</li> </ol> </li> <li>2. Looking Ahead:               <ol style="list-style-type: none"> <li>a. Who will prepare the weekly plan for this class?</li> <li>b. If the sub needs assistance with planning, who will help?</li> <li>c. Does the sub have everything they need in order to assign and grade student work?</li> </ol> </li> </ol>
10 min	Get clear on next steps: <ul style="list-style-type: none"> <li><input type="checkbox"/> Shadow Date &amp; Time</li> <li><input type="checkbox"/> Intro to Students</li> <li><input type="checkbox"/> Intro to Families</li> <li><input type="checkbox"/> Other follow-up or next steps</li> </ul>

## Sub Assignment Details

Complete the worksheet below, and share electronically in advance of the meeting.

Substitute Name			
Grade/Subject		Teacher	
Anticipated Dates		Schedule	

## School Contact Info

Principal Name		Principal Email	
Principal Phone		Text OK?	
Office Name		Office Email	
Office Phone		Text OK?	

## Welcome Plan

*Suggested steps to integrate the long-term sub into your school community.*

Topic	Select Plan / Add Details
Intro to Students	Choose your plan: <ul style="list-style-type: none"> <li><input type="checkbox"/> During Shadow Day with Regular Teacher</li> <li><input type="checkbox"/> By principal or other member of staff</li> <li><input type="checkbox"/> By substitute teacher on first day of assignment (not recommended)</li> </ul>
Intro to Families <i>Use the sub quick bio</i>	Choose your plan: <ul style="list-style-type: none"> <li><input type="checkbox"/> Via Email from Principal</li> <li><input type="checkbox"/> Via Email from Regular Teacher</li> <li><input type="checkbox"/> Via Email from Substitute</li> <li><input type="checkbox"/> Family Meeting - Sub Join?</li> </ul>
Shadow Day  <b>Subs:</b> Use <a href="#">this Reflection Sheet</a> on the day of your shadow!	Choose your plan: <ul style="list-style-type: none"> <li><input type="checkbox"/> With regular teacher</li> <li><input type="checkbox"/> With other teacher in similar grade/subject</li> </ul> Scheduled for:
Staff Email / Communications	Has the sub been added to all-school communication lists? <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul> What does the substitute need to know?
Staff Meetings, PD, Traditions	Are subs invited to attend staff meetings and PD? (Note: This time must be compensated through the school's sub budget.) <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul> What does the substitute need to know?

## Essential Information to Provide

Information
<ul style="list-style-type: none"> <li><input type="checkbox"/> Weekly Schedule</li> <li><input type="checkbox"/> Class Roster</li> <li><input type="checkbox"/> Student Needs - <i>ELD, IEPs, special circumstances, etc.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> For IEPs, connect w/case managers to review</li> </ul> </li> <li><input type="checkbox"/> Login Information</li> <li><input type="checkbox"/> Materials Needed for Instruction - <i>books, students workbooks, teacher's manuals, etc.</i></li> <li><input type="checkbox"/> Materials Students Have - <i>workbooks, school supplies, manipulatives, etc.</i></li> <li><input type="checkbox"/> Technology Training Availability <b>(add for your district)</b></li> </ul>

## Sub Responsibilities (Check all that apply to this assignment)

Day-to-Day	Interaction with Students & Families
<ul style="list-style-type: none"> <li><input type="checkbox"/> Track &amp; Submit Attendance</li> <li><input type="checkbox"/> Track &amp; Submit Engagement</li> <li><input type="checkbox"/> Lead Class call(s)</li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Answer student questions</li> <li><input type="checkbox"/> Answer family questions - phone messages and email</li> <li><input type="checkbox"/></li> </ul>
Planning	Grading
<ul style="list-style-type: none"> <li><input type="checkbox"/> Create assignments on _____</li> <li><input type="checkbox"/> Create weekly instructional plan (scope + sequence)</li> <li><input type="checkbox"/> Adapt weekly instructional plan</li> <li><input type="checkbox"/> Join weekly teacher collaboration</li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assign points to assignments</li> <li><input type="checkbox"/> Give feedback on assignments</li> <li><input type="checkbox"/> Prepare grades or report cards</li> <li><input type="checkbox"/></li> </ul>

# Shadow Reflection Worksheet

*A tool for subs to reflect on what you see & what you learn*

## **PRE-SHADOW: QUESTIONS GOING IN**

*What questions do you have about how distance learning works?*

## **DURING SHADOW: WHAT DID YOU OBSERVE?**

<b>Activity</b>	<b>What did the teacher do?</b>	<b>How did they do it?</b> <i>Tone of voice, body language, use of technology features, props, etc.?</i>

## **AFTER: WHAT DID YOU TAKE AWAY?**

*What techniques do you want to try as a sub? What advice would you give yourself when you are in your first few days of subbing?*

# Introduction Email Templates

## Families

Dear Families,

As you may have heard TEACHER NAME will be on leave beginning on DATE. I'm happy to introduce you to your substitute teacher, SUB NAME. Below is a little bit of background about SUB NAME.

ADD BIO

I hope you will join me in welcoming SUB NAME to our school community. It will take some time for you and your child to get to know your new teacher. Please know that I am working hard to support SUB NAME and to make this transition as smooth as possible. If you have questions or concerns don't hesitate to reach out to me.

Thank you!

Sincerely,

## Staff

Dear Team,

As you may have heard TEACHER NAME will be on leave beginning on DATE. I'm happy to introduce you to our substitute teacher, SUB NAME. Below is a little bit of background about SUB NAME.

ADD BIO

I hope you will join me in welcoming SUB NAME to our school community. In normal times we would all say hello in the hallway and pop our heads in to ask if SUB NAME had any questions. In this remote setting, I encourage you to send a quick welcome email and find other ways to connect. You can reach them at: SUB EMAIL

Thank you!

Sincerely,