



Substitute Teacher Handbook

2020-2021



Revised 8/2020

MISSION

The mission of the Substitute Teacher is to help provide a safe learning environment for the students at St. Gabriel School. We strive to aid in the social and physical development of our children with respect to the mission of the school of Being CHRIST, Every Day, Everywhere, through teaching, learning, leading and serving.

STAFF

Administrators:

Ann Ulrich, Principal, Junior Kindergarten- GR 4

Robert Kumazec, Principal, GR 5- GR 8

Arrival

- Please stop by the office to log temperature, complete time sheet and obtain ID badge.

Classroom Procedures

- Take attendance and collect morning mail from students. Place morning mail bag in hallway outside your door. Office Staff will pick up.
- Ask students to stop/stand/quiet themselves to recite morning prayer.
- Students watch GBN (Grizzly Broadcast News) on smart board every morning except Wednesday.
- Follow lesson plans provided by homeroom/related arts teacher.
- Ask students to stop/stand/quiet themselves to recite dismissal prayer.

Outdoor Lunch Procedures

- Students are walked to the MPR by the Homeroom Teacher. Please ensure a positive hand-off with Noon Watch personnel before going to the Faculty Lounge for lunch.
- Students are picked up at the MPR.

In-Door Recess Procedures

- Students are to remain in their classroom and one Noon Watch staff member is to report to their assigned classroom and relieve the teacher.

Substitute Teacher Expectations

- Be on time by checking in 10 minutes prior to your scheduled starting time.
- Every child is your responsibility. Be sure to supervise at all times.
- Be professional in manner and appearance.
- Maintain confidentiality about students, parents, colleagues, and school staff, both in and outside the school community at all times. Do not spread information, whether true or false, about another person in any way. Notify the Administration about issues and concerns that need to be addressed in confidence.
- Be supportive and positive about the school and all programs.
- Voice any concerns you have to Mr. Kumazec OR Mrs. Ulrich.
- Remain in your assigned areas.
- When supervising do not socialize or use personal cell phones, whether outside or inside the building.
- Document all injuries and discipline issues resulting in conduct referrals or behavior issues which are of concern.
- If you have any questions or require any support please contact the school office x116.

Emergency Situations

Please follow ALL safety procedures that are on file in the School Crisis Kit and the School Crisis Response Plan on file in the Office.

Dismissal

- Please stop by the office to complete your time sheet, return ID badge and offer any feedback on the day.