

Sub Training Manual

Let's Get Started



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Don't miss these useful Resources! They may just come in handy.



***BEFORE
YOU SUB***



ACCEPTING JOBS

Once requests are sent out, you will be notified via your preferred contact methods. You can accept a job by pressing "1" after the automated phone call message, texting a code, or logging in via email. We suggest phone call and text as they are the fastest ways to accept a job. When you respond, you will receive an automated response telling you if the job is yours or if it is no longer available because it was accepted by someone else.



Jobs will be viewable on your calendar. If you do not see a job on your calendar when you login, this means it has already been accepted by someone else. Jobs with a green dot are ones that you have already accepted. To view details of an accepted job, click on the date box. Jobs with a yellow dot are jobs that are still not covered. To accept a pending job, click on the date box and a pop-up will appear.

WHEN LOGGING INTO TAGG

Whenever you are using the Tagg web-application, make sure that you are on a desktop or laptop computer (not a phone) and that you are using Google Chrome. This will provide the best user experience.



SHOULD I ACCEPT A JOB IF IT'S ALREADY STARTED?

Sometimes a teacher will have a last minute emergency and make a request the morning that they need coverage. In this case, you may get a request for a job that is about to start or has already started. ACCEPT THE JOB! In fact, schools are even more grateful for subs who cover last minute. After you accept the job, message the teacher via in-app messaging AND call the school to let them know when you will arrive. You can find the school's front office phone number on their website.

I'M GOING TO BE LATE!

If you are going to be late to a job it is important that you reach out to the school and let them know. First, call the school. You can find the front office number on their school website online. Additionally, message the teacher and let them know as well.

MESSAGE THE TEACHER

Feel free to make a connection early. You may have a couple questions you want to ask or you can let your teacher know that you're looking forward to subbing for their class. You can do so using Tagg's in-app messaging system. Interacting with the teacher will help you build good rapport with the school.

BE PROFESSIONAL

When communicating, always keep it professional. Address teachers as “Mrs., Ms, or Mr....” and thank them for their help. As always, be kind to the sub coordinator or teacher you are communicating with. Kindness goes a long way. Additionally, dress to impress. Business casual attire is expected at a minimum. Remember that teachers talk to each other, so building a good reputation is crucial to being asked to come back.

AVOID CANCELLING JOBS

Do your best to only accept jobs you are certain you are available for. Cancelling jobs regularly is grounds for removal from the Tagg app. That said, know that you are able to cancel a job in the case of an emergency. If this is the case, call the school and notify Tagg as soon as possible.

MAKE YOUR PROFILE SHINE

Your profile is where schools can learn more about you. Use your profile as an opportunity to stand out as a sub. Write a short bio about yourself, note your interests, and include a picture of yourself. Help them get to know you! Also, make sure to add any subjects that you specialize in. Sometimes, schools look for long-term subs with a specific skill set. Adding this to your profile will make you a primary candidate.

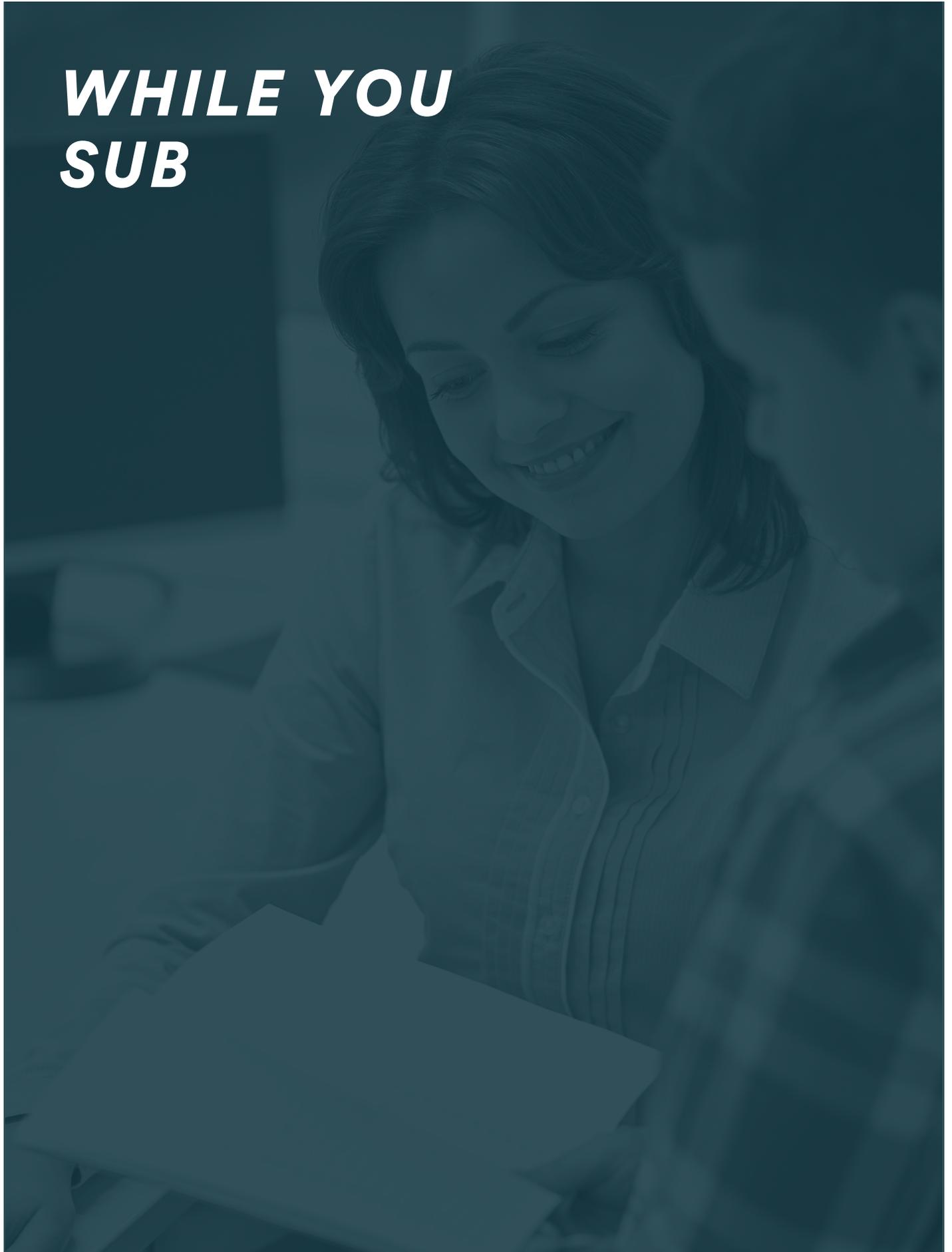
LEARN ABOUT THE SCHOOL

Go to the school's website, which you can find on their profile or online, and learn a little more about them. Some schools have a very specific curriculum or mission. You may not know exactly what it looks like put into practice, but staff will be impressed that you took the time to educate yourself and show interest in something they are proud of.

KNOW THE SCHOOL'S POLICIES

Before the job happens, go to the school profile and see if they have their emergency protocol and school policies listed. If they don't, feel free to message the teacher for this information or call the school. Asking these types of questions shows that you are responsible, prepared, and that you care.

**WHILE YOU
SUB**



ARRIVE 15 TO 30 MINUTES EARLY

Not only does this reflect well on you, but it will give you time to prepare for the day. Often, you will need to check in with the office where someone will direct you to your classroom. Arriving early means you'll have time to read the lesson plan and any notes the teacher has left for you. **YOU ARE EXPECTED TO ARRIVE 15 -30 MINUTES BEFORE THE JOB START TIME.** If for some reason you believe you will be late, it is expected that you contact the school to let them know by giving them a call (you can find the front office number on their website). Trust us, you'll be glad you did.

BE CONFIDENT

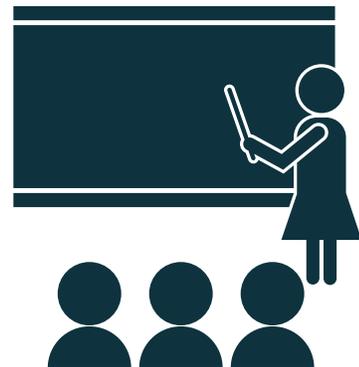
Students will try to tell you that their regular teacher "lets them do" certain things or act a particular way. In these moments, be confident. Remember, you are the teacher for the day. You have the authority. If you still feel unsure about something, you can always ask a neighboring teacher.

GET TO KNOW OTHER TEACHERS

Introducing yourself to other teachers is a great way to market yourself. Let other teachers get familiar with who you are and they may remember to request you the next time they need a sub. Also, if at any point you need help, you can turn to them for guidance.

IDENTIFY HELPERS

One of the best practices you can do when you start your day is find the helpers in the classroom. "Helpers" are those students who either the teacher has identified for you or you have noticed are very cooperative. These students are willing to help you. They know what to do and will listen to your direction.



STAY ON TASK

Most of the time a teacher will leave a lesson plan on their desk, but you can always ask for this through Tagg messaging. Try your best to get through all the activities in the lesson plan. Doing so will help the teacher stay on task with their curriculum and make the day valuable for students.



WALK AROUND

Having control of your classroom is much easier when you don't just stand in front of the class. WALK AROUND. If they are working quietly on an assignment, ask some students about it and check in on how they are doing. If you are presenting a lesson, make it exciting by moving around the class. Make eye contact with individual students and get them involved. This will keep your class much more engaged and less likely to act up.

BRING BACK UP ACTIVITIES

Let's say you don't receive a lesson plan or it just isn't going well. What do you do? It's always good to have a backup plan to keep students engaged. It could be a writing assignment, a word search, or an educational game that gets them out of their seat. Keep them busy!

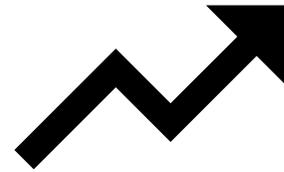


ASK QUESTIONS

When in doubt, ask questions. Let's say you are having hard time getting the kids to focus on a lesson plan task. A great way to keep them engaged is by asking questions. Maybe a student has a story they would like to tell that relates to the subject. Either way, asking them questions shows that you value their thoughts and experiences.

STAY "ON TREND"

This may sound silly, but when you are working with high school and middle school students, it could be a life saver. Stay up to date on what your students care about. Check out twitter every once in a while to see what is trending, find out what shows students watch, and know what kind of music they like. Having this knowledge can help you relate to them and get them engaged.



DO NOT SHARE PERSONAL INFORMATION

It is NEVER appropriate to share your phone number, email, or social accounts with students. Doing so will result in serious consequences including removal from the Tagg application. Additionally, it is inappropriate to share your political or religious beliefs in a classroom setting.



KNOW WHAT TO DO IN AN EMERGENCY

While you should ask for the emergency procedures any time you go to a new school, something you SHOULD ALWAYS be aware of is the Standard Response Protocol (SRP) used by most schools in Colorado. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

LOCKOUT is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building.

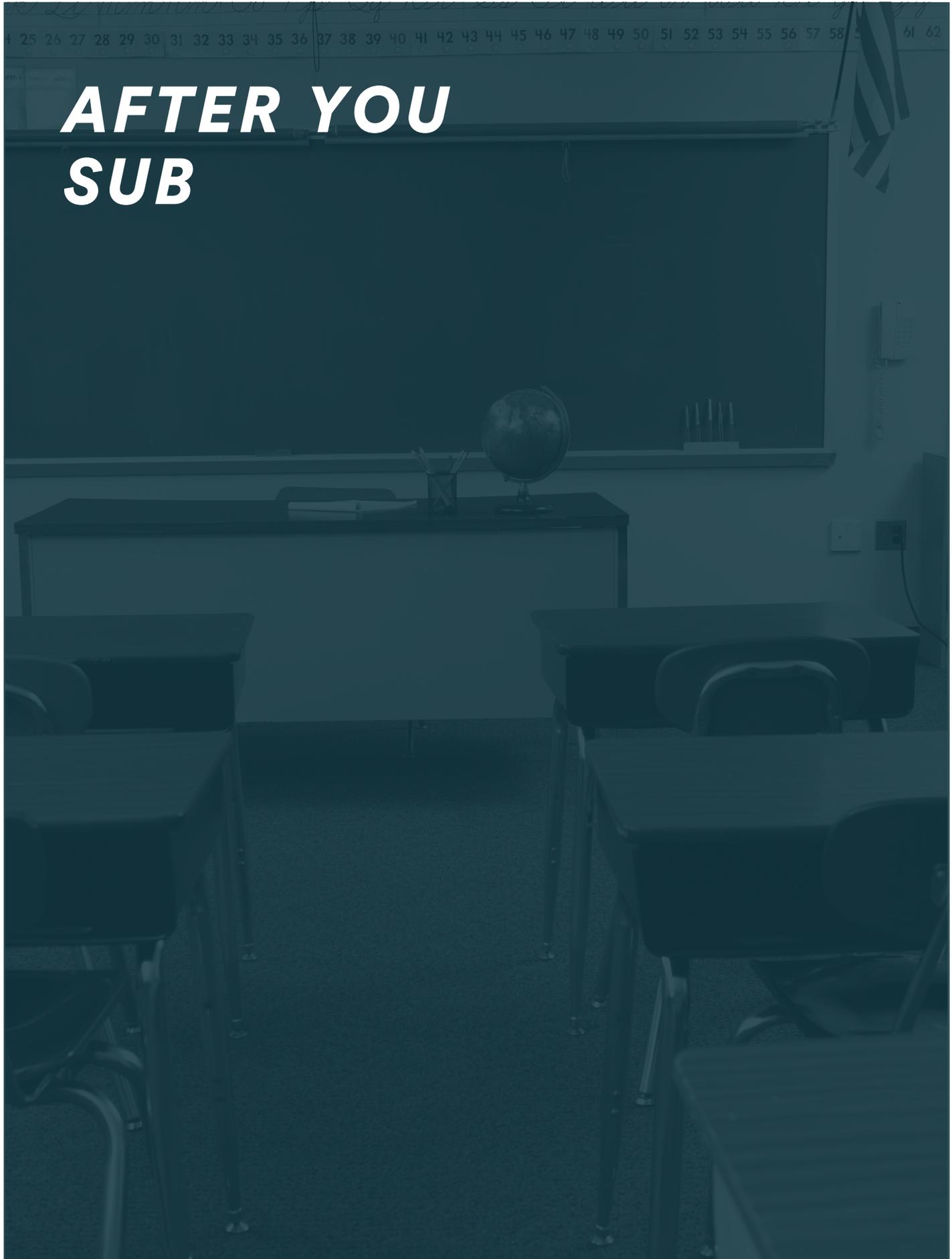
LOCKDOWN is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.

EVACUATE is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

SHELTER is always followed by a type and a method and is the protocol for group and self protection.

You are expected to KNOW what these terms mean and what to do when you hear them over the school sound system. Please review the SRP sheet and visit the "i love u guys" Foundation website for more information on SRP.

SRP sheet and "i love u guys" foundation website: View [HERE](#)



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AFTER YOU SUB

LEAVE A NOTE

Leave a note on the teacher's desk and send a message in the Tagg app. Let them know how the day went, what activities you completed, and if there were any kids who stood out to you positively or negatively. It will help them to know where to pick up and who to reward. Remember, be professional.



TIDY UP THE ROOM

This may not seem like a big deal, but teachers expect and appreciate that substitutes leave the room the way they found it. This means, all desks back in order, no trash on the floor, whiteboard clean, assignments neatly stacked on the teachers desk, and more. Try to imagine that this is your classroom. How would you want it to look?



Sub Resources

Videos



Substitute Teacher's Survival Guide

<https://www.youtube.com/watch?v=UFCA2ucHsAM>

Classroom Management

<https://www.youtube.com/watch?v=A2xXwf5ydaA>

Articles



Substitute Survival: Tools You Can Use

https://www.educationworld.com/a_curr/curr260.shtml

Classroom Management Tips

<https://www.thoughtco.com/classroom-management-tips-for-substitute-teachers-8286>

11 Things Substitute Teachers Can Do To Get Asked Back

<https://www.thoughtco.com/substitute-teachers-get-asked-back-8285>

50 Tips and Tricks For Substitute Teachers

<https://www.weareteachers.com/50-tips-tricks-and-ideas-for-substitute-teachers/>