

# ABC's of Professionalism

- **A**rrive at least 20 minutes early to substitute teaching assignments.
- **B**e flexible and willing to help where needed.
- **C**ontact the office in emergency situations.
- **D**emonstrate positive classroom management skills.
- **E**verything in its place- a place for everything.
- **F**ollow the lesson plan!
- **G**uide students actively through the lesson.
- **H**ave discretion in what you share with students.
- **I**dentify your strengths (know at what grade level you will be most effective).
- **J**eans and flip-flops are not appropriate attire.
- **K**eeps students until the bell rings.
- **L**ead elementary students where they need to go unless the plans state otherwise.
- **M**aintain confidentiality
- **N**ever leave students unsupervised.
- **O**rganize your time, have a plan for the day and stick to it
- **P**lease limit cell phone usage to times when you are not supervising students.
- **Q**uestions are important at the beginning of the day (policies, restrooms, bus/playground duty, etc.)
- **R**eport to the teacher what happened during the day/period.
- **S**imply do not engage in power struggles with students.
- **T**each as much as possible.
- **U**se the resources available to you.
- **V**olunteer yourself to the office staff during periods without students.
- **W**hen speaking of teachers and students, always be respectful.
- **X**-amine and reflect on your teaching after each day.
- **Y**ou can use the opportunity to show gratitude to the people who helped you during the day.
- **Z**ap negative thoughts.