

WHAT DO I NEED TO KNOW?

District / Buildings _____

How am I contacted for substitute positions?
How do I check in?
Who are the important contact people in the building?
Who are the important teacher contacts for this assignment?
What are the start and end times?
How do I find out the daily schedule I am to follow?
How do I find out about changes in the regular daily schedule (i.e., assemblies, emergency drills, yearbook pictures day)?
How do I get the lesson plans for the day?
Where do I find class rosters and seating charts?
How do I find out the names of students with special needs?
What technology will I need to use?
Where do I find the safety procedures and emergency plans?