Be a Sub-Ready Sub-Friendly School District

Why do SUBSTITUTES choose your School?
Because they feel APPRECIATED and ENGAGED in TEACHING AND LEARNING

What can you do to ensure substitutes choose your school?
(Data from COG Substitute Survey November 2015)

EVERYONE CAN:
• Talk with and Assist Substitutes
• Communicate Appreciation to Substitutes

94% of subs say FEELING WELCOME influences their decision to return to a school

Knowledge of SCHOOL LOGISTICS and EMERGENCY PROCEDURES is 2nd only to quality lesson plans as most important to subs.

BUILDING SECRETARIES CAN:
• Greet substitutes warmly
• Permanently attach school information and procedures in Aesop

TEACHERS CAN:
• Leave detailed, engaging lesson plans
• Permanently attach their Sub Ready Information in Aesop
• Build relationships with trusted substitutes
• Keep their Aesop Favorites updated
• Give substitutes Aesop feedback – especially about quality of Notes to Teacher
• Outline positive expectations for students and follow up with students after an absence

QUALITY LESSON PLANS say 68% of substitutes.

STUDENT BEHAVIOR is the MOST IMPORTANT consideration in a substitute’s decision to return to a school.

ADMINISTRATORS CAN:
• Meet new substitutes
• Support substitute’s classroom management
• Introduce sub related responsibilities to faculty and staff
• Maintain a building culture friendly to substitutes
• Organize a building Sub Task Force to study and implement best practices related to substitutes

“What I know I’m needed and wanted I will never say no.” - Anonymous Survey Respondent

COUNCIL OF GOVERNMENTS

the center for collaborative solutions

CCS COG