

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

What is most important to a substitute's day?

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

"If I know I'm needed and wanted I will never say no." –

Anonymous Survey Respondent