

School Districts' Expectations

Long-Term Assignment Expectations

School districts expect individuals who accept long-term substitute assignments to be able to fulfill the responsibilities associated with serving as the regular classroom substitute until the assignment concludes or the school district determines otherwise.

If you are unable to commit to a long-term assignment, we strongly encourage you not to accept one.

School districts expect long-term substitute teachers to:

- Communicate promptly and professionally with school administration regarding any questions, concerns, or assignment-related issues.
- Provide consistent instructional support to students throughout the assignment.
- Maintain and/or implement lesson plans, as directed by the school district.
- Complete grading, reports, and other classroom responsibilities as requested by the school district.
- Attend meetings, parent-teacher conferences, and training sessions when requested by the school district.
- Communicate with parents when directed by the school district.
- Demonstrate professionalism, consistency, accountability, and reliability throughout the assignment.

If you experience any concerns regarding your long-term assignment, please notify both the school administration and SES immediately before removing yourself from the assignment whenever possible. This allows the school district and SES the opportunity to address the situation and provide assistance.

Daily Assignment Expectations

School districts expect substitute teachers to:

- Strictly adhere to the responsibilities associated with each assignment.
- Provide continuous supervision of students, particularly those with identified support needs.
- Immediately report any student safety concerns to the appropriate school administrator.

- Accurately document and promptly report incidents or events in accordance with school district procedures.

Your professionalism, flexibility, and commitment to student safety play an important role in supporting a positive learning environment.

Attendance Expectations

School districts rely on substitute teachers to honor accepted assignments.

Failure to report for an accepted assignment is inconsistent with the school district's expectations. Likewise, leaving an assignment before it has concluded without authorization ("walk-off") or leaving students unattended is inconsistent with the school district's expectations and may result in removal from future assignment opportunities.

A no-call/no-show creates significant disruption for the school district, its staff, and students.

If you are unable to fulfill an assignment that you previously accepted, please notify SES as soon as possible so another qualified substitute may be secured.

If you experience concerns during an assignment, promptly communicate with the appropriate school administrator and SES before leaving the assignment. This provides the opportunity to address the situation and determine an appropriate resolution.

Sleeping while on assignment is also considered unacceptable by school districts and may result in removal from future assignment opportunities.

Acknowledgment

I acknowledge that I have read and understand the school district expectations described above. I understand that these expectations have been provided by SES to communicate the standards and requirements established by the school districts in which I may accept assignments.

Contractor Name: _____

Signature: _____ **Date:** _____