



HELPING OUR SUBSTITUTE TEACHERS DO THEIR BEST

Each Church School needs a few dependable, faithful and skilled Substitute Teachers. What can we do make substituting an enjoyable experience for all – the Director who is assured that the class will have a Teacher, the Teacher who cannot be there, the Students, and the Substitute who not only wants to do a good job, but wants to make an impact on the students, not just “pass time”?

Try these ideas:

- ◆ Require Substitute Teachers to receive a minimum amount of training so they understand your program's educational philosophy and procedures.
- ◆ Ask each teacher to prepare an *Emergency Lesson* to be kept in the Church School office.
- ◆ Keep a *File Folder of Activities for each Age Group*. Substitutes can grab the folder and use the activities to fill in any blank spaces in the lesson.
- ◆ Go with the Substitute Teacher to the class and introduce him/her to all the students—each time the substitute teaches. Have children wear name tags.
- ◆ Review the Church School's Discipline Policies with the Substitute Teacher and the students. Remind the students that the Substitute is there to help them learn about Christ and the Church and will enforce the discipline policy so everyone can learn as much as possible.
- ◆ Have the students tell the Substitute how their teacher gets their attention, such as by clapping, flashing the lights, or ringing a bell.
- ◆ Give Substitutes extra resources such as books and tapes to use if they finish the lesson earlier than expected.
- ◆ Have ready-to-go *Substitute Survival Kits* for those last-minute calls. Your *Survival Kit* should contain a lesson, supplies, and snacks.

*Based on the article “Successful Substitute Teachers” from CHILDREN'S MINISTERSRY Magazine, Nov/Dec 1995.
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