

COMPARISON OF DUTIES

Regular Teacher Long Term Substitute

Daily Substitute Teacher

1. Lesson planning – writes and executes long- range and daily plans	1. Interprets and executes daily plans.
2. Works with known students, individualizes lessons accordingly	2. Usually doesn't know students and must quickly assess class ability, class leaders, and establish rapport.
3. Prepares class materials, supporting materials from library, hands on math, worksheets and handouts.	3. Prepares materials if not done by regular teacher, lays out materials for next day.
4. Corrects and grades all papers and projects.	4. Corrects papers generated that day, but does not record grades.
5. Sets up own class discipline plan and class rules	5. Adjusts to discipline plans and class rules in many different classrooms. Must have extraordinary management skills.
6. Testing—Prepares and grades tests	6. Administers prepared test. Scores test if instructed to do so.
7. Prepares report cards and gives parent conferences	7. Only on long term.
8. Maintains email and phone contact with parent on weekly basis Prepares work to send home	8. Contacts parent if instructed by administrator.
9. Duties—Recess, hall, playground, lunchroom, bus duty	9. Same as for regular teacher
10. Attends faculty, committee and in-service meetings	10. Usually not required to attend meetings except orientation
11. Usually does not write a report at the end of the day.	11. Writes a report for the regular teacher about the work accomplished and the responsiveness of students.
12. Maintains confidentiality involving own school	12. Maintains confidentiality in many schools
13. Settles into routine, plans an occasional “easy day”	13. Always alert –never has a “routine day”

While the regular teacher bears the responsibility of over-all planning, the substitute teacher assumes all classroom teaching and discipline for the day. The career substitute teacher thrives on the ability to work with unfamiliar students at various age levels, in different educational environments, and with a multitude of subjects. All are licensed and are required to do continuing professional development.