

Supervision of Substitutes

All SHS Substitutes are directly supervised by the Head Teacher/Site Supervisors of their home center location. Head Teachers and Site Supervisors will also support in supervision of Substitutes while they are at each location.

1. Daily Supervision

- a. Ensure Substitute has On-Site Child Supervision Training and Modified Employee Checklist for Success prior to Substitute working at the center for the first time
- b. Show Substitute where to put their personal items and where to get a smock
- c. Introduce the Substitute to the center staff
- d. Guide Substitute to the classroom they will be subbing in and let them know their role for the day
- e. Give them a copy of the Framing Your Day and go over the Daily Schedule
- f. Go over the classroom's Behavior Crisis Intervention plan and let the Substitute know their role
- g. Review the Classroom Information for Substitutes form
- h. Ensure Substitutes are getting rest and meal breaks accordingly
- i. Assign tasks for the Substitute to do after children leave
- j. Support Substitute with any questions or needs as they arise
- k. Understand that Substitutes may still be learning their role, and may not know the process of things at your location

2. Long-Term Supervision – In addition to the above, Supervisors will also do the following, in the instance that a Substitute is assigned to your center for multiple weeks or months. Complete these additional items by the end of the first week they are assigned.

- a. Review Behavior Plans/Classroom Study Plans with Substitute
- b. Include Substitute in your monthly site meetings
- c. Schedule a check-in time with the Substitute to go over;
 - i. Lesson Plan expectations
 - ii. Classroom dynamics

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- iii. Updates on any classroom study teams, behavior plans, etc.
- d. Ensure Substitutes get off the floor for any trainings they need to attend.
- e. Expect Substitutes to be at your center and be a part of staff duties on staff development days

3. Home Center Supervision

- a. Ensure Substitutes have tasks to complete. This may include;
 - i. Giving other center staff time off the floor for paperwork
 - ii. Organizing resource room
 - iii. Completing lesson planning with other staff
 - iv. Shadow center staff on home visits and conferences
 - v. Assist staff with observations and DRDPs
 - vi. Support classrooms with behavioral concerns
- b. Include them in your monthly site meetings
- c. Expect Substitutes to be at your center and be a part of staff duties on staff development days, unless they are subbing long-term elsewhere
- d. Ensure Substitutes get off the floor for any trainings they need to attend and one on one staffings.

Any issues requiring disciplinary action need to be brought to the Substitute's direct supervisor's attention immediately and the direct supervisor will handle staff discipline.