



SubReady Responsibilities

Teachers • Administrators • Staff

The SubReady Model focuses on actions of teachers, administrators, and staff. The following chart outlines the responsibilities of the three groups.

Everyone

- Talk with and assist all substitute teachers (page 17)
- Provide substitutes with appreciation (page 17)

Teachers

- Leave detailed lesson plans including all six essential components (pages 12-13, 21)
- Complete and update individual Classroom SubFolder including Emergency Lesson Plans (pages 9, 14)
- Build relationships with trusted substitutes (page 14)
- Invite substitutes to come and observe the class prior to the assignment (page 14)
- Outline rules and procedures for students prior to having a substitute (page 15)
- Follow up with students, making them accountable after an absence (page 15)

Administrators

- Introduce SubReady to faculty and staff (page 4)
- Oversee the creation of a Site SubReady Plan (page 5)
- Organize a Substitute Committee (page 5)
- Distribute Classroom SubFolders and School SubBinders (pages 6-9)
- Provide Feedback Forms and follow up as needed (page 10)
- Follow up on Site SubReady Plan (page 11)
- Provide professional support and training (page 17)
- Meet new substitutes in the school (page 17)

Staff

- Complete School SubBinder (page 8)
- Offer a friendly greeting with established check-in procedures (page 19)

