

## **Substitute Teacher Assistant Guidelines**

Welcome to the Educational Service Center of Central Ohio! Once you are registered as a teacher assistant in the AESOP system, you are eligible to substitute in the ESCCO Special Education classrooms.

Take special note of specific instructions to substitutes posted on AESOP assignments, (i.e., “due to unique needs of this classroom the substitute must be female.”)

Be certain of the time that you are to report to the school and who you are to contact at the school office (i.e., school principal, school secretary, teacher, etc.)

Allow yourself enough travel time to reach your school destination. Arrive early so that you can review with the teacher the daily lesson plans, assignments and any other tasks.

Some things to be concerned about when you are ready to begin working as a substitute teacher assistant are listed below. Review them and ask the teacher if there are specific duties she/he wants you to perform.

- ❖ Reviewing, with the teacher’s direction, activities such as supervising school assemblies, testing, audio-visual presentations, library periods, lunch periods, art, music, physical education, recess periods, etc.
- ❖ The daily schedule for the class or classes with which you are working.
- ❖ Student seating plan/charts for classes.

The teacher may ask you to understand or do any of the following:

- ❖ Taking daily class attendance
- ❖ Collecting lunch money
- ❖ Knowing the location of teacher-edition textbooks and teacher manuals
- ❖ Collecting student assignments and homework
- ❖ Listening carefully to announcements and/or exercises on the public address system
- ❖ Checking procedures for issuing passes or for giving permission for students to leave the classroom
- ❖ Knowing the location of the cafeteria, restrooms, and the teacher workroom. Photocopiers for staff use are usually located in a central location.
- ❖ Knowing how long you are expected to remain in the building after students have been dismissed for the day.

Most inexperienced substitute teacher assistants are concerned about maintaining classroom discipline. Ohio law states the teacher has the authority and responsibility for maintaining order in the school. The assistant must support him/her. Any misbehavior should be corrected in a proper manner.