



ESC Substitute Newsletter

Welcome to the 2023-24 School Year!

I would like to welcome all of our returning substitutes and new substitutes. You are a valuable component in delivering quality education to central Ohio students.

This newsletter will provide some important information regarding the upcoming school year.

Calendars

Central Ohio schools will be starting soon. The ESC has posted the 2023-2024 School Year calendar on the ESC Webpage under Substitute Resources.

Changes in One-Year Temporary License

A temporary provision that permitted substitute teachers that did not hold a post-secondary degree to teach has now become permanent. As of this school year, individuals may be granted a one-year temporary teaching license if they are of good moral character, meets the district's or school's own set of educational requirements, and passes a background check. Please pass this information along to family and friends that might benefit from this provision that will permit them to substitute teach.

Wellness for Substitutes

The ESC-COG of Central Ohio now offers Wellness Coaching to all employees, including substitute teachers. [Download an overview of the program.](#)

Meet the Team

There is a strong team of representatives here at the ESC to assist you with any questions or concerns.



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Substitute Tips

In conclusion, here is a good article from the Teacher's Café.

Any teacher substituting wants to make a good first impression on both the students and staff they encounter. Doing so will make it more likely that you're asked back for more substitute teaching, and perhaps even a permanent position. To help you not only do well, but also leave a lasting impression, here are some quick tips for first time substitute teachers.

1. Dress The Part

A professional appearance is important, especially on your first day. While some schools have a more lax dress code, you want to make sure you're at least business casual for your first day of subbing.

You can't go wrong with a pair of trousers and a dressy top, whether it be a button-down or a blouse. You should also avoid sneakers and stick with comfortable dress shoes that won't hurt your feet after standing on them for 8 hours.

2. Arrive Early

Arriving on-time is a must, but arriving early is even better. It shows you are motivated and dependable, two things that administrators look for in new teachers.

Plan to arrive at least 30 minutes to an hour before instruction time begins so you can greet everyone, review the lesson plan, and set up the classroom before students arrive.

Arriving early also allows you to ingratiate yourself and build rapport with other teachers and students who are also early. This also allows you to learn a bit about the school and its environment directly from individuals who are there on a daily basis so there's less "learning on the fly".

3. Greet The Office Staff Upon Entering

The office staff is often the backbone of a school. They have contact with everyone in the school on a daily basis. If you establish a good rapport with them, you're more likely to be asked back to sub in the future.

They will also be your go-to source if you have questions about the students in your classroom or any other issues that may arise throughout the day.

4. Inquire About Students With Special Needs

You want to be fully prepared before stepping foot in the classroom, so asking if there are any students with special needs is important. If there are any students with dietary needs, medical needs, emotional needs, or learning disabilities, you'll want to know so you can tend to them properly throughout the day. The office staff should have this information, but if they don't, check the teacher's notes or with the school nurse.

5. Set The Ground Rules

Just because you're a substitute doesn't mean you deserve less respect than any other teacher. Establish rules and parameters for your students early on so they know the behavior expectations for the day. You can even write them out on the chalkboard or display them somewhere as a reminder for younger students. Praise students that are following the rules, and be firm but kind with the students that are struggling with staying focused. Review pre-existing classroom rules and make certain you enforce them.

6. Stick With The Lesson Plan

Keep the students on track by sticking with the lesson plan left by the regular teacher. If you aren't able to complete the entire lesson plan while you're there, clearly make a notation for where you left off. If there isn't a lesson plan for some reason, bring one along for that specific grade level, just in case. It's better to be over-prepared than not prepared enough.

7. Have Some Extra Activities Ready

Since you won't know the pace that the students work at before you arrive, it's best to have a few extra activities prepared just in case you finish early. Bring along a special book to read or some engaging activities that are grade level appropriate.

8. Expect Some Challenging Moments

If you walk in expecting your first day to go completely smooth, you'll likely be disappointed. There will inevitably be some snags along the way.

Try not to take it personally if a student is acting out, because it has nothing to do with you and everything to do with the change in routine. Also, don't be frustrated if you aren't able to finish the entire lesson plan. Just make the best of the time you're given and focus on one task at a time. It'll seem less overwhelming that way.

9. Leave On A Positive Note

Tell the students how much you enjoyed spending time with them, as that will be something that will stick with them for a long time. Say goodbye to the office staff, administrators, and teachers on your way out the door and let them know that you'll gladly sub again if they are ever in need.

Being positive and proactive could land you additional substitute teaching positions, either within the same school or at another school in the district.

10. Clean Up The Classroom

Before you go home for the day, take some time to tidy up the classroom. It's important to leave the room how you found it so the regular teacher can quickly readjust upon their return. Ways to clean up include organizing papers submitted by students, turning off equipment and ensuring students return chairs to their desks.

