

AESOP Tips

For Classroom Teachers

When booking a Substitute Teacher, consider the following:

Parking

- Where should they park
- Parking stall number

Teaching assignment

- What will they be teaching (AESOP is sometimes incorrect)

Start & End time

- If different from AESOP

Supervision

- Outside or in the morning before school starts
- Lunch time supervision, afterschool, or bus

Leaving the school

- Is there a mass/ celebration, field trip, swimming lesson, etc.
- Walking/ Yellow Bus to new site

Special Activity in school

- Dance, assembly, pep rally, SU activity

Lesson plan

- Day before if possible
- Attach or email

Immersion/ Bi-lingual School

- Do you prefer a fluent speaking Sub or does it matter

Class Roster

- Leave a class roster for each class you teach

For Replacement Teachers

When accepting a Sub Job, consider the following:

Arrive Early

- 15 minutes

Supervision

- Be prepared for lunch time or outside supervision & dress accordingly

Check school start time

- Email teacher or call school

Afternoon Posting

- Avoid afternoon postings if you know it will be impossible to get there on time
- Check with teacher to make sure there is no misunderstanding if you will be late

Take specific notes

- Anecdotal records on unique student situation
- Notes on how each class went

Take attendance

- For each class

School Keys

- If they are not available to you, keep door in lock mode in case of lock down
- Return keys to the office at the end of the day

Lock down & Fire Drill

- Familiarize yourself with lock down and fire drill procedure
- Familiarize yourself with Emergency Binder

Canceling a Job

- When you accept a job but find you absolutely have to cancel, please let the school & the teacher you were to replace know as quickly as possible



EDMONTON CATHOLIC TEACHERS
Local 54 of the Alberta Teachers' Association