



## LIST OF GOOD PRACTICES TO BE ADOPTED BY SUPPLY TEACHERS

- Take the time to visit the schools where you would like to work as a supply teacher and introduce yourself to the principal so they know who you are.
- In order to avoid stress, learn how to manage your time. For example, get up early each morning and get ready just in case you are called at the last minute to replace an absent teacher.
- Make sure to inform the District when you are not available to do supply work to avoid unnecessary emails or phone calls.
- Always have with you a bank of general activities for different grade levels just in case the teacher you are replacing was not able to leave a lesson plan for the day or that the activities left by the teacher are completed earlier than anticipated. (You can find these on the NBTA website, under the heading 'Early Career Teachers'/Resources, Templates and Lesson Plans)
- Make sure that you bring warm clothes in case you need to do duty outside during rainy or cold days.
- Arrive at school at least thirty minutes before the school bell rings to prepare before the arrival of the students, to give you enough time to find your room, to read the lesson plan left by the teacher, to write it on the board and to collect all the material that will be needed for the day.
- Greet the students warmly and try to maintain good relationships with them.
- Find out how to record student absences and to whom this information should be given.
- Do not hesitate to reach out to other teachers or the principal if you have any questions or doubts regarding the lesson plan or the functioning of the school.
- If the teacher has not given you the emergency procedures, it is important to get that information (for ex.: where the emergency exists are in case of fire or school evacuation and the procedures for lockdown).

- Know the code of conduct and the dress code of the school.
- For other to get to know you, go to the teachers' lounge during break (if you do not have duty of course) or during lunch to get to know the other teachers.
- At the end of the day, leave a detailed report of your day for the teacher.
- Leave the room clean and orderly.
- Ask school principal what time you can leave.
- Keep your agenda up-to-date to avoid being assigned twice and to make sure that you get paid for each day worked. Don't forget to indicate the name of the school and the name of the teacher you are replacing.

### **Furthermore...**

- All teachers should be informed of the programs and services offered by the NBTF, NBTA and AEFNB by consulting their website on a regular basis, by reading their newsletters, by following them on social media, etc.
- Each teacher has the duty to have a good understanding of the following documents:
  - Policies 701, 703, 311, 322, etc.
  - Code of ethics of the NBTA or the AEFNB
  - Respectful Workplace Policy
  - Prevention of Workplace Violence Policy

