



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Distance Learning Substitute Teaching

September 2020

District Responsibilities

1. Monitor substitute assignments in AESOP.
2. Request Zoom Pro accounts for substitutes.
3. Communicate procedures to substitute teachers.

School Site Responsibilities

1. Develop a method for attendance: **(Point of Contact by School Site)**
 - a. Paper Roster
 - b. PDF Roster
 - c. Fillable Spreadsheet found [HERE](#)
2. Attendance is entered in Illuminate.
3. Contact Substitute to make sure they have access to the attendance roster, virtual meeting link, lesson plans and any needed additional information.
4. If needed: Provide a work space on site where they can virtually connect to the class.

Teacher Responsibilities

1. Report absence on AESOP.
2. Once the substitute teacher is assigned, give them access to your virtual classrooms.
 - a. *Zoom:* [Add Substitute as an alternate host](#). If they are not in the system notify **Christine Garret**
 - b. *Google Meet:* [Add your Substitute as a co-teacher to Google Classrooms](#). This will give them access to your Google Meet Link.
3. Create a Substitute Lesson Plan and add it to your AESOP absence.
 - a. The plan should be designed so that it is easy for the substitute to monitor student work and assist students when necessary.
 - b. Include documents (digital or paper) that the students will be working on.
 - c. Post all directions and documents and instructions for students in the platform of choice:
 - i. [SeeSaw](#)
 - ii. [GoogleClassroom](#)
4. Remove Subs from Google Classrooms and/or Zoom at the end of the day.

Substitute Teacher Responsibilities



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1. Accept a job in AESOP.
2. Review Lesson Plans attached to AESOP and check to make sure you have access to the content students will be using throughout the day. SeeSaw or Google Classroom or Other
3. Ensure you have access to virtual classroom link/s.
4. Obtain student Rosters from the school site.
5. Take Visual Attendance of All students following teacher instructions.
6. Log into the virtual meeting 5-8 minutes BEFORE your first class starts.
 - a. If you have a waiting room, you will have to admit students as they log in to the class.
7. Monitor student progress DURING class time.
 - a. Remind students to post their finished work in Google Classroom.
 - b. Remind students of the deadline(s) for their work.
 - c. Check in with students as needed.
 - d. Save your chat if there are behavior problems.
8. Close the virtual classroom and send in attendance.
9. Email teacher AFTER to let them know about any issues in classes.

Substitute Teacher Professional Development Days

All meeting times are 8:30AM-11:30 AM

(Topics Subject to Change)

Sessions will be recorded

Sept 11, 2020 [Registration](#) Protocols, Virtual Meetings and G Suite Basics

Sept 18, 2020 [Registration](#) Virtual Meetings and Gsuite for Education

Sept 22, 2020 [Registration](#) Digital Citizenship: Common Sense Media Certification.

Sept 25, 2020 [Registration](#) Building Up your Digital Toolbox