MUSIC SUB CHEAT SHEET

NEXT STEPS

Your cheat sheet is ready to print. Before you fill it out, here's the one thing that makes it work for your sub.



KEEP IT SIMPLE

The cheat sheet isn't meant for the finer details. It gives your sub the flow of the class, so they follow your plan instead of falling back on what's familiar. To help you get started on your own, the post includes the example text I used for every section. Just copy, paste, and customize it for your classroom.

Read the post ›

I'm so glad you're here! Watch your inbox about once a month for teaching ideas, new resources, and a freebie that fits the season.

Sincerely,
Jennifer Hibbard

This resource is for use with your own students.
Please don't share it with other teachers or post it publicly.
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MUSIC CLASS

Substitute Teacher Cheat Sheet

BEFORE STUDENTS ARRIVE

AS STUDENTS ARRIVE

WHOLE CLASS ATTENTION GRABBERS

IF A STUDENT GETS OFF TRACK

EMERGENCY

WRAP-UP

BATHROOM/WATER BREAKS



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MUSIC CLASS

Substitute Teacher Cheat Sheet

BEFORE STUDENTS ARRIVE

- Grade-labeled activity folders are in the sub tub on my desk
- Pick the folder matching the class coming in
- No folder? Use the backup activity on the back of this sheet
- Schedule and seating charts are clipped to the whiteboard

AS STUDENTS ARRIVE

- Stand by the door and greet each class as they enter
- Direct students to their sit spots or chairs
- Give brief introduction then start lesson

WHOLE CLASS ATTENTION GRABBERS

- Say "Give me five!" and raise your hand
- Wait for every hand raised and mouth quiet before continuing
- Repeat the signal as needed, especially with younger classes

IF A STUDENT GETS OFF TRACK

- Give one calm verbal redirection first
- Still an issue? Move student to the "watching chair"
- Same approach works for any grade level

EMERGENCY

- Fire drill: line up and follow the class ahead of you outside
- Nurse: send a student with a hall pass to the office
- Office phone: dial 0

WRAP-UP

- Say "Time to line up!" 2 minutes till class ends
- Students return materials as they found them
- Line students up at the door for dismissal

BATHROOM/WATER BREAKS

- One student at a time, hall pass by the door
- No breaks in the first or last 5 minutes of class
- Long line or repeat requests? Send them with a friend instead of alone

You've got this!

Thank you for subbing for me today. I really appreciate it!

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