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Substitute Teacher Orientation

Dr. Meghan S. Doyle
 Superintendent

Purpose:

To provide information and support to Substitute Teachers in the educational environment within Craven County Schools

Desired Outcomes:

By the end of the meeting, Substitute teachers will have:

- *An understanding of the substitute teaching procedures within Craven County Schools.
- *Pertinent information necessary for substituting in any Craven County School environment.

Agenda			
What	How	Who	Time
Start-ups Purpose/Context Agenda Roles Ground Room	Present Review Agreement Questions/Answers	Administrators	2 min
Welcome & Introductions Sign-in sheet Contact Form	Present Clarify Discuss Questions/Answers	Administrators Participants	3 min
General information and Operational Procedures for Substitutes/ Handbook Discussion	Present Clarify Discuss Questions/Answers	Administrators Participants	10 min
Policy Review	Present Clarify Discuss Questions/Answers	Administrators Participants	20 min
Lockdown Video	Present Clarify Discuss Questions/Answers	Administrators Participants	20 min
Collect forms *Sign in *Contact Form *Policy Review *Technology	Question/Answer	Administrators	5 min
Meeting Evaluation	Plus/Delta	Administrators Participants	5 min