

COMMUNITY ACTION OF SOUTHEAST IOWA

SHADOWING BY SUBSTITUTES

Name of substitute: _____

Date: _____

Classroom: _____

Beginning time and ending time spent in the classroom: _____

The goal of a shadowing experience is for the substitute to know pertinent information when they substitute. Below is a checklist of things that we feel is important for them to know how to do or things that they need to know how to locate. Please check the items below to show that this person has been shown how to perform these responsibilities and sign and date it below. It can be signed by either a teacher or teacher associate. Then send it to Central Office to be put in their file. We hope this will be a benefit for both them and the classroom.

CHECK MARK	AREAS OF RESPONSIBILITIES
	Knows where the table sanitizer locked location is and where the key is located.
	Knows how to use the sanitizer correctly.
	Knows how to take the temperature of foods and where to record temperatures.
	Knows how to serve the food into serving bowls. Knows also where the food handling gloves are located and how to use them.
	Knows where the dishes are located.
	Knows how to help children set the table. (2 or 3 children should assist at meals)
	Knows when the food is dispensed to the table.
	Knows how the classroom eats family style.
	Knows how the classroom cleans up after a meal. Children are actively involved in the cleanup process.
	Knows how the class handles doing the dishes.
	Knows how the floor is cleaned up after the meal.
	Knows where the first aid kit is located so that they can access child release forms.
	Knows the exit routes for fire drills.
	Knows where you go for a tornado drill.
	Knows where the fire extinguishers are located.
	Understands that hands have to be washed after using the restroom, after handling pets, upon entering the room, after helping children with blowing their nose, and before handling food.
	Knows where the incident and behavior reports are stored in case they need them. (they have been showed how to fill them out) reminder – if subs are injured on the job they have to fill out an incident report and call it in to Central Office within 24 hours for workman’s compensation.
	Knows how to diaper/change soiled clothes and sanitize the changing table/mat.

Teacher or teacher associate needs to sign and return to Central Office: _____