**NEW TEACHER CHECKLIST**

GET ORGANIZED

* **Personal Appointment Calendar** 
  + Jot down Faculty meetings, PPTs, and other scheduled school events.
  + Document unscheduled events, like phone calls from parents or anything that you might forget to address as the day goes on.
* **A Diary** 
  + Identify what works and what doesn’t work, find alternate strategies to help grow.
  + Jot down thoughts and impressions about the day.
  + Did the day’s lesson plan go well? Did it go poorly? Why?
  + Were there any discipline problems today? How was it handled? Result?
* **Survival Kit**
  + Safety pins and/or a small sewing kit.
  + A minor first aid kit, with bandages and suntan lotion.
  + Tea bags or coffee singles, and breath mints.
  + Tissues, hand sanitizer, and lotion.
  + Extra shoes and socks, a jacket with gloves and a scarf.
  + Any other items to make minor catastrophes a bit easier to manage.

**FAMILIARITY**

* **Visit the school grounds and familiarize yourself with the buildings**
  + Locate closest bathroom to your classroom.
  + Know where the gym, cafeteria, media center, and nurse’s office are in relation to your classroom.
  + Find the supply closest and learn about the checkout procedures. Take notes or draw a map!
* **Review School Policies and Procedures**
  + If any policy or procedure is unclear, ask!
  + Learn the history of why certain policies/procedures are in place.
* **Introduce yourself to your new colleagues and support staff**
  + It’s important to know your fellow teachers who can give you valuable advice.
* Visit the school website.
  + Gain information about the school and community around it
  + Learn about school events
  + Gain insight into what is expected of students and teachers.

**THE CLASSROOM**

* **Prepare Bulletin Boards**
  + Spice up those plain boards with fun designs and graphics.
  + Designate sections of the boards for day’s schedules, objectives, assignments, homework, and/or upcoming events.
* **Set up the room**
  + Arrange desks in the way that compliments your teaching style.
  + Assign seats to help learn student names and maintain classroom control.
  + Decorate the classroom in a comfortable way.
  + Post your classroom information (Name, Room Number, and Grade) both inside and outside of the class. Also, have a sheet with all of the important school numbers, like Nurse’s office, Administration office, and nearby classrooms.
* **Supplies**
  + Make sure you have all the supplies needed for the student’s grade level. Make a list!
  + Obtain teacher supplies you’ll need and forms, like, hall passes, attendance and lunch forms. Make a list!

**BEFORE THE START**

* **Review your lesson plans**
  + Look over the first day’s lesson plan and obtain all necessary materials.
* **Prepare materials for students to take home**
  + Include things like a syllabus, emergency data cards, the welcome letter to the parents, and assignments.

**THE BIG DAY**

* **Arrive early! Check the classroom, turn on lights and open the blinds.**
* **Greet students at the door! Introduce yourself and be inviting.**
* **Hand the students an assignment (like an icebreaker sheet), and ask them to get started while the class settles.**
* **Review, explain, and discuss school rules and procedures.**
* **Go through your own classroom rules, discuss with students, and go through classroom procedures (like putting away supplies, general tidiness, etc.)**
* **Discuss class or individual goals and expectations.**
* **Include an activity that provides opportunities for students to interact with each other and problem-solve.**