**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.**