

**Professional Development and Staff Training  
New Teacher Mentoring and Development**

**Recommended Checklist for  
Principals and New Teacher Support Teams for  
New Teachers' First Day on Campus  
August 10, 2007**

**Preparation for the New Teachers' First Day on Campus**

- **Prepare the following in advance:**
  - > Personal welcome letter/note
  - > Food: Breakfast/ lunch/ refreshments
  - > Goodie Bag/ New Teacher Shower/ Survival Kit
  - > Time set aside for "Get Acquainted" activities
  - > Schedule and prepare to cover:
    - Role and responsibilities of the New Teacher
    - Specific and clear expectations for New Teachers
  - > Prepare handouts: Teacher Handbook/ School Procedures
  - > Establish a schedule of NTST meetings (one per month)
  - > Prepare to introduce new teachers to staff during first faculty meeting
  - > Prepare the NTST for the breakfast or informal time with new teachers
  - > Prepare a "Welcome to our Campus" bulletin board with new teacher names, short bio, or information about his/her teaching assignment
  - > Prepare for a school tour that includes restrooms, copy machines, counselor's office, youth action, registrar, after school care, bus release area, etcetera

- **Prepare for new teachers hired after the beginning of school**
  - Advise mentors of late hires
  - Prepare to release mentor for 2 hours to meet with new teacher
  - Prepare for classroom observations

### **The New Teachers' First Day on Campus** **Agenda**

- **Welcome Activities**
- **Curriculum Overview by Principal or Designee**
  - > Preview course of study, teacher's editions of textbooks and TEKS
  - > Teach how to access and use Curriculum Central
  - > Develop skills agenda for first six weeks, including TAKS focus
  - > Preview mandated allotments of time and create class schedule
  - > Prepare thematic unit outline plan for semester/year
  - > Identify school/district-wide testing dates
- **School Policies and Procedures**
  - > School Handbook
  - > Highlight key areas of the CIP
  - > District Policies
    - Sick/personal leave and attendance days
    - Substitute procurement
    - Code of Conduct
    - Dress Code for Teachers
  - > ADA enrollment count procedures for the first two weeks of school
  - > Attendance Forms

- > Grade Book set up
  - Minimum number of grades per subject and per six weeks
  - Grading policy
- > Bus/hall duties
- > Substitute notebook
- > Homework policy
- > Field trips/class parties
- > Dress code for students
- > Emergency procedures (tornado, fire drills, injuries)
- > Inventory procedures
- > Ordering supplies/materials
- > Obtain ID badges, employee ID numbers, Groupwise email addresses, and Oracle sign-in
- > Parking
- > Use of campus equipment
  
- **School Culture and Environment**
  - > Introduce teachers to the community
    - Help teachers have a clear concept of how to communicate with parents
    - Take a field trip around the community
    - Provide a community map indicating where students are from
    - Point out feeder patterns
  - > Faculty
  - > Support staff, including office manager, CRC, cafeteria staff, and custodial staff
  - > Parents
    - Volunteer process
    - Communication with parents such as calls and newsletters
    - Students including those with special needs
  - > Campus resources

- **Instruction Preparation**

- > Lesson plan expectations
  - Deadline to turn them in
  - Concepts/objectives that need to be listed
- > Homework for students
  - Volume of work
  - Assignment sheet for homework
  - Coordination with teachers (when appropriate)
- > Grade book set up

- **Behavior Management**

- > Classroom management plan
- > Explain documentation process for student behaviors
- > Explain referral process