

New Teacher Support and Mentoring
New Teacher Support and Development Department
Principal's/NTST Checklist for Teachers' First Day on Campus

Preparation for the "New Teachers' First Day on Campus":

- **Welcome procedures for beginning/new teachers in place**
 - Personal welcome letter/note
 - Food: (Breakfast/lunch/chips-dip)
 - Goodie bag/New Teacher shower/Survival Kit
 - Time set aside "Get Acquainted" activities
 - Schedule and prepare to Cover:
 - Role and responsibilities of the Beginning/New Teachers
 - Specific and clear expectations for Beginning/New Teachers
 - Prepare handouts (teacher handbook, school procedures)
 - Establish a schedule of New Teacher Support Team meetings (one per month)
 - Prepare to introduce new teachers to staff during first faculty meeting
 - Prepare the NTST for the breakfast, informal time with new teachers, and debriefing
 - Prepare a "Welcome to our campus" bulletin board with new teacher name(s), short biography, or information about his/her teaching assignment(s)
 - Prepare for new teachers hired after the beginning of school
 - Advice mentor
 - Prepare to release mentor for 2 hours to meet with new teacher
 - Prepare for classroom observations

The New Teachers' First Day on Campus

- **Welcome Activities**
- **Curriculum Overview (by principal or designee such as Assistant Principal, department chairs, CILT members, mentor, etc):**
 - Preview course of study/teacher's editions of textbooks and TEKS
 - 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
 - CIP (highlight key areas)
 - District Policies
 - Sick /personal leave and attendance days
 - Substitute procurement
 - Code of conduct

- School policies
- Bus/hall duties
- Substitute notebook
- Homework
- Field trips/class parties
- Dress code for teachers and students
- Emergency procedures (tornado, fire drills, injuries, etc)
- Inventory procedures
- Ordering supplies/materials
- I.D. badges
- 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 in their community).
- Faculty
- Support staff (office manager, CRC, cafeteria staff, custodian staff)
- Parents
 - ❑ Volunteer process
 - ❑ Communication with parents (calls, newsletters)
 - ❑ Students (identify special needs)

- **Instructional 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)

- **Behavior Management**

- Explain documentation process for student behaviors
- Explain referral process