

NEW TEACHER SUPPORT TEAM RESOURCES

Recommended Checklist for Principals and New Teacher Support Teams for New Teachers' First Day on Campus

Preparation for the New Teachers' First Day on Campus

A. Prepare the following in advance:

- Personal welcome letter/note
- Food: Breakfast/lunch/chips-dip
- 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 teacher
- 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, etc.

B. 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 the new teacher
- Prepare for classroom observations

Sample Agenda for New Teachers' First Day on Campus

A. Welcome Activities

B. 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 the semester/year
- Identify school/districtwide testing dates

C. 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 enrolment 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

D. 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

E. 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

F. Behavior Management

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