

TIPS FOR NEW TEACHERS

Questions you should ask to ensure a successful first year:

Where and how do I secure supplies (paper, white-board markers, etc.)?

Where can I get free and inexpensive materials?

What machines are available for my use (copier, laminator, etc.)? How do I access them (password)?

How do I check out regular and supplemental texts? Where are they housed?

With whom should I consult as I make decisions on the use of supplementary materials?

How do I check out supplemental materials (videos, books, software, etc.)?

What are the procedures for using audio-visual equipment?

How do I sign-up my class for utilizing the Media Center, Computer Lab, or other resource areas?

What are the procedures for taking my class to an assembly?

When am I responsible for locking my classroom?

What should I do if I must leave my room during class?

What are the procedures for fire drills, tornado drills, etc.? How do I best communicate these procedures to my students?

How do I make arrangements for a field trip?

What do I do with any money I collect?

What are the attendance accounting procedures for students and what are my responsibilities in record keeping?

What are the grading guidelines for the school system? How often are report cards sent home? What procedures must I follow and what documentation must I provide?

How often am I expected to complete interim progress reports? What forms/technology does my school use to communicate this information to students and parents?

What procedures do other teachers in my school follow for contacting parents by letter, phone, or email? How should I document these contacts?

What should I expect from a parent conference?

To whom do I report serious concerns regarding a student's health or well-being?

What should I do in case of a medical emergency in my classroom?

How do I handle a fight/altercation between students?

How do I report a disciplinary issue?

What records are contained in students' cumulative folders and how do I access them?

How do I identify students with special needs (EC, ELL, 504, PEP) in my classroom and how will I be informed of their modifications and/or special instructional needs? What types of documentation should I keep in this regard?

Whom should I contact if I have concerns about a student's progress in my class?

What procedures should I follow when I want to attend a workshop/training? How do I apply for Continuing Education Units (CEUs)?

How do I apply for personal, professional, vacation, or sick leave?

How do I arrange for a substitute?

Are there any unwritten rules for teachers in my school?

Where or to whom do I go if I'm having trouble?

How often will I meet with my mentor and what types of support can he/she provide to me?

How often will I be observed and evaluated throughout the school year? What should I expect from this process?