

TEACHER CHECKLIST



YOUR SCHOOL

- School phone number _____
- School Address _____

- School website URL _____
- Supplies
 1. How do you order supplies?
 2. What is the budget for you?
 3. Does your school allow you to spend your money for supplies?
 4. What is the procedure for reimbursement?
 5. What supplies are free and where are they kept??
- Copies
 1. Where do you go to make copies?
 2. Do you need a password to use the copier?
 3. Do teachers have a limit/ration for the year?
 4. Who do you go to in there is a jam or problem with the copier?



- **Technology**

1. What is your email address? How do you log in to access your email?
2. Do you have a teacher webpage?
3. What kind of hardware is available to students and what is the procedure of using it?
4. Is there a signup sheet?
5. What software the school currently uses?
6. What websites are blocked?
7. Who do you go to for a technology related problem?

- **Being absent**

1. Who do you call if you are going to be absent?
2. What is the procedure of getting a substitute teacher?
3. Is a doctor's note required for absence?
4. How much leave time do you have?

- **Faculty and Staff**

1. Borrow the last year's Annual Year Book. It will give you the information about the activities, board of director's, important events school organizes etc.

- **Your Classroom**

1. Arrange the student desks in different styles.
2. Create a space where students will keep their home work.
3. Designate a spot where you will put the day's agenda and write homework.
4. Put a sign outside the classroom with your name, class and the subject you teach.
5. Figure out a wall to paste the class rules and routines





- **Emergency procedures**

1. Find out exactly where you and your students need to go on case of an emergency.
2. Keep that information handy.

- **Your Students**

1. Have students fill index cards with the following details:
2. First and last name, parents name, contact information, birthday and their address.
3. Build a relationship with your student by getting to know exercise.
4. Find out if any of your students have a medical condition.
5. Create a folder of blank class lists. Students name in the first column and blank 10 columns with nothing written on them. These can be used to record anything – their grades, participation in the class, event participation, special mentions, etc.

- **Your Binder** – If your school does not give a binder get one for yourself and label it properly. This will be one of your most important organizing tool.

1. Week at a glance can be one section.
2. You can create seating charts.
3. Faculty meetings/staff meetings – date/issues you want to talk about.
4. School Information – yearly calendar of holidays and events.
5. Notes for next year – your learning and experiences.
6. Copy of your subject's syllabus and time lines.

