**New Employee Guidelines – High School Teacher**

Welcome to the team and the teaching field! Here is a general checklist to help you get through your first couple of weeks as you are finding your way.

* **6:45-7:00am:** Arrive at school. Make sure that your common board is updated with the days' agenda and that you have the necessary materials/handouts ready for the day.
* **7:00am-2:10pm:** Classes are in session. Make sure to take attendance every period in Progressbook/Skyward. Monitor your email for important announcements from fellow faculty or administration. Make sure to answer your phone if it rings, it is generally not a good idea to let a student answer it. Conduct the lesson planned for the day. Remember nothing is perfect and to always be flexible.
* **Plan period:** Use this time to meet with your team to work on the curriculum for the upcoming units. It is generally suggested to break down the standard to create learning objectives, to design the unit assessment, storyboard the unit, then to gather/design assignments, notes and quizzes.
* **2:10-2:45pm (more realistically for science teachers is 3:30/4, if work isn’t taken home):** Reply to any important emails that came in, if you haven’t had a chance to yet. Attend any parent-teacher conferences or other meetings; these will be documented on your Outlook calendar. Prepare for the next day by updating the common board, gathering materials needed, or setting up labs. Grade any assignments that students turned in, enter them in Progressbook/Skyward, and place them in your return paper area if they are not digital. Make any updates and add content as needed to LMS Canvas. Document any student behavior issues or successes in Progressbook/Skyward, and contact parents as needed.

Lean on your team for the first couple of units as you are trying to find your footing. Use their experience of what works when it comes to the content. You will have enough of a challenge learning to manage the classroom; don’t overwork yourself by trying to master how the content should be presented at the same time. The best suggestion for learning to manage the classroom is to build relationships with your students, get to know them. The first three days of school are a great time to do this, wait to start the content until Monday. Also, work with your team during pre-planning to build strong policies and procedures that you feel comfortable with and can consistently enforce. Then spend the first unit teaching these to the students. Do not fall into the trap of we covered it once and then move on. Drill your policies and procedures over and over again.

There is a common saying that the first year of teaching is all about survival. Remember this when you are having a bad day. All the training in the world cannot prepare you for being in a classroom with twenty-five different people that all have different learning needs, interact with each other in a variety of ways, and limited time to cover what the days concept is before you get to do it all over again with the next class. You will get better as the year progresses and you learn what works with the different classes and what to avoid. Every day is a new day for you and the students.