

Provide a month-by-month calendar of events for your school year

New staff may not be aware of school traditions, such as back-to-school night, fun runs, testing schedules, talent shows, music concerts, homecoming, and other events. New teachers are already busy learning new curriculum and can sometimes be caught flat-footed by unexpected events, especially if they need to get students ready for them.

Maintain an “open-door” policy

An approachable, supportive administrator is a huge benefit for new staff members. If they know they can trust you, they will be more likely to ask for help with difficulties before they become unmanageable.

Make sure your new teacher has a mentor

If your district has a formal mentoring program, make sure your new staff member is signed up. Also check in with the mentor and the mentee to make sure it's a good match. If your district doesn't have a program, suggest to experienced staff that they keep an eye on your new staff member. New teachers often feel alone and unsupported when help is all around them. Make sure they know who to ask for help. Communicate to your new teacher that you are also available to help.

7 Ways Administrators Can Support New Teaching Staff

A stable, competent teaching staff is the foundation of a successful school. Yet, half of all new teachers quit before they have completed five years of teaching, which is expensive and disruptive. Here are seven simple things administrators can do to help new teachers succeed.

Let your new teacher know about the classroom budget and how to order supplies

Inexperienced teachers may not think to ask how to order supplies, and may end up paying money out of their own pockets.

“Volunteer” in the new teacher's room a few times before any formal observations

New teachers are often apprehensive about formal and informal administrative evaluations, and students may feel uncomfortable, too. Make it a practice to stop by often, not to observe, but to lend a helping hand. Interact with students and help them with their work. You will get a much better idea of what is happening in the classroom, the students will learn how to act when you are in the room, and your new teacher will become used to seeing so that observations will be less stressful.

Let your new teacher know about professional development opportunities

If your district has a reimbursement policy for professional development, be sure to let your new staff member know. If you notice a professional development that could be helpful, offer to provide a sub so that the new teacher can attend.

Do not require extra committee work for the first year

New teachers have a steep learning curve and often put in 12-hour days, including weekends. Asking a new teacher to take on an additional responsibility may be more than they can handle.