

First Days Checklists

(Adapted from the Music
Mentors of Iowa Mentee
Handbook- available online at:
www.iowachoral.org/mentoring/mentee-handbook.pdf)

People to Meet:

- Principal
- Music Dept. Chair/Supervisor
- Secretary/Office Staff
- Counselor(s)
- Custodian(s)
- Activity/Athletic Director
- Assistant/Vice Principal(s)
- Media Specialist
- Business Manager
- Transportation Director
- Nurse

Things to Do:

- Find room
- Find schedule
- Post emergency plans--
tornado, fire, crisis situation
- Mark calendar with key dates
- Decorate bulletin board
- Put away/refill supplies
- Gather texts and materials
- Read all district/building policies
- Set up grading procedures & gradebook
- Prepare letter to parents/students
- Outline classroom procedures
- List consequences/incentives
- Tour the building & neighborhood
- Practice streamlining lessons
- Locate curriculum guide
- Review class lists

Essential Materials & Equipment:

- Gradebook/computer program
- Attendance forms/computer program
- Stapler/staples
- Thumb tacks
- Scissors and Tape
- Computer disks
- Computer location
- Hall passes
- Pens and pencils
- Markers
- Duplicating paper
- Overhead (if needed)
- File cabinet
- VCR/TV
- Uniforms/Robes

Find Out About:

- Teacher handbook
- Student handbook
- Office sign-in procedures
- Attendance procedures
- Substitute procedures
- Discipline procedures
- Lunch procedures
- Personal/professional/family leave
- Leaving early/Doctor appointments
- School safety plan
- School master calendar
- Fire/tornado drills
- Office referrals for behavior
- Guidance referrals
- Busing

Your discipline plan:

- Stated clearly
- Positive
- Posted
- Limited number of rules
- Documenting procedure

Consequences are:

- Stated clearly
- Understandable
- Enforceable
- Progressive

Activity/Extra-Curricular

Concerns:

- Transportation requests
- Building use
- Requisition/Purchase
- Eligibility Policy
- Field Trip Policies
- District practice policy
- Priority in calendar conflicts
- Fundraising permission

Other checklists:

- Decide on Health Care Plan
- Decide on Retirement Plan
- Explore Direct Deposit for Paycheck
- Join professional organization(s)
- Review Master Contract
- Create a Professional Folder for
important papers
- Display diploma(s), licenses
- Have pianos tuned if needed