



Supporting and Ensuring Success For New Teachers An Orientation Checklist

Based on a survey of new teachers and their mentors, the following orientation tool has been developed to assist the school team when introducing and welcoming new members to your school staff. The goal of this checklist is to promote and develop teacher confidence and competence throughout the first year(s). Ensuring new teacher success is a collective responsibility.

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| <input type="checkbox"/> Principal / Vice-Principal
<input type="checkbox"/> Mentor
<input type="checkbox"/> Teacher-Librarian / Computer Site Leader
<input type="checkbox"/> Secretary | <input type="checkbox"/> Custodian
<input type="checkbox"/> L.S.T./ Guidance Department Staff
<input type="checkbox"/> Division Leader
<input type="checkbox"/> School Support Counselor |
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OPERATIONAL

- STAFF MANUAL / SCHOOL IMPROVEMENT PLAN
- SCHOOL TOUR / STAFF INTRODUCTIONS
- PLAYGROUND TOUR - DUTY AREAS
- SCHOOL SAFETY PLAN
- FIRST AID (IE. SUPPLIES, EPI-PENS, STUDENT CONCERNS)
- TRAGIC EVENTS RESPONSE TEAM INFORMATION
- COMPUTER LAB / SCHOOL / BOARD (IE. NETIQUETTE)
- FIRST CLASS INITIATION / SCHOOL WEBSITE
- LIBRARY PROTOCOL / AUDIO-VISUAL RESOURCES
- SCHOOL RESOURCE PERSONNEL / EDUCATIONAL ASSISTANTS
- FEDERATION REP. / WORK PLACE STEWARD
- PHOTOCOPIERS / PROTOCOL (IE. PAPER ALLOCATION)
- SUPPLY CUPBOARD / STORAGE / TEXTBOOK DISTRIBUTION
- P. CARD APPLICATION / GUIDELINES
- KEY(S) AND SECURITY, AFTER-SCHOOL ACCESS
- OSR STORAGE / PROTOCOLS/
- STUDENT INFORMATION / EMERGENCY CONTACTS
- SCHOOL CALENDAR
- BOOKING MEDIA, AV EQUIPMENT
- BOOKING ROOMS / GYM, STAGE, LABS, ETC

CURRICULUM / PROGRAM

- MENTORING SUPPORT
- CURRICULUM GUIDELINES
- DIVISION PLANNING / COLLABORATION
- NEW TEACHER PROGRAM / P.D. OPPORTUNITIES / REGISTRATION PROCEDURES
- TIMETABLES / SCHEDULES / CLASS LISTS
- CLASSROOM MANAGEMENT / BEHAVIOUR INTERVENTION
- PROFILES OF HIGH-NEEDS STUDENTS
- FIELD TRIP PROCEDURES
- REPORT CARDS / TEACHERS PARTNER ETC.
- HOMEWORK POLICY
- WAREHOUSE ORDERING OF CLASSROOM SUPPLIES
- MEDIA RESOURCES ORDERING OF CURRICULUM RESOURCES
- TEACHING / LEARNING RESOURCES (DRA, EQAO, EARLY LITERACY INITIATIVES)
- LEARNING COORDINATOR / FAMILY OF SCHOOLS INFORMATION
- SPECIAL ED. POLICIES AND PROCEDURES
- SPECIAL ED. PROGRAMS (IE. STEPS FOR SUCCESS, INTENSIVE SUPPORT)

COMMUNICATION

- ATTENDANCE / ABSENCE PROCEDURES
- O.S.R.'S - RELEASE OF INFORMATION / CUSTODY FORMS
- STUDENT REFERRALS TO OUTSIDE AGENCIES
- EARLY IDENTIFICATION
- TEAM MEETINGS / IEP REVIEWS
- TVARRIS / ABSENCES / OCCASIONAL TEACHER PROTOCOL
- PHONE / FAX INSTRUCTIONS / P.A. / WALKIE TALKIES
- MAILBOXES / PHONE MESSAGES
- MEDICATION PROCEDURES / MEDICAL PLANS
- ACCIDENT FORMS
- FIRE DRILLS / EMERGENCY PROCEDURES
- MEDIA ISSUES
- LOCKS / LOCKERS
- CODE OF CONDUCT / DRESS CODE / SCHOOL HANDBOOK
- STAFF / DIVISION / DEPARTMENT MEETINGS
- CLASSROOM BUDGET / MONEY COLLECTION / DEPOSIT FORMS
- DAILY SCHOOL ROUTINES (IE. ANNOUNCEMENTS, ENTRY, ETC.)
- COMMUNICATION WITH ADMINISTRATION
- ASSEMBLY SCHEDULES

OTHER

- COMMUNITY ACCESS TO BUILDING
- CONTACTING PARENTS / LETTERS HOME
- MEETINGS / INTERVIEWS WITH PARENTS
- NEWSLETTERS
- EMPLOYEE ASSISTANCE PROGRAM
- BOARD, O.C.T. AND FEDERATION SERVICES
- BULLETIN BOARDS / DISPLAYS
- OPEN HOUSE / PROGRAM NIGHT - EXPECTATIONS / ROLES
- SCHOOL COUNCIL / P.T.A. / PARENT ASSOCIATIONS
- STAFF ROOM EXPECTATIONS
- STUDY HALL, DETENTION ROOM, HOMEWORK CLUB
- SUPERVISION EXPECTATIONS, LUNCHROOM, HALLWAYS
- VOLUNTEER POLICY
- SOCIAL COMMITTEE
- BUS ROUTINES
- COMMUNITY ACTIVITIES (IE. MULTICULTURAL EVENINGS, ETC.)
- TEACHER PERFORMANCE APPRAISAL
- _____
- _____

"Principals are the single biggest factor in determining the positive professional culture required to nurture and sustain the success and well-being of teachers." (Adapted from – *Helping New Teachers Reflections*)