

RUNNING START 2011



Ready to Teach on Day 1

First 30 Days Checklist

Teacher _____ Coach _____

Classroom Set-up & Orientation to School	Support Provided by:	Date	Type of Contact	Other
• Review schedule				
• Tour of school				
• Introduction to office staff & other key people				
• Procedures for reporting student attendance, calling for substitutes, & materials and/or supply budget				
Classroom Environment	Support Provided by:	Date	Type of Contact	Other
• Arrange classroom (student & teacher, desks, tables, bookcases, etc.)				
• Post Rules & "What If" Chart				
• Daily teaching schedule				
• Disclosure statement				
Curriculum & Instruction	Support Provided by:	Date	Type of Contact	Other
• Locate & review books & materials for each class/subject teacher is assigned to teach				
• Assist teacher in designing & preparing a basic student progress monitoring system for academic performance				
Coaching Activities	Support Provided by:	Date	Type of Contact	Other
• Make frequent contact (face-to-face, phone, e-mail)				
• Assist teacher with lesson planning				
• Model lesson delivery for new teacher with or without student(s) present				
• Review coaching manual checklists				
• Provide emotional & moral support to the teacher				

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Observations: Minimum of 2 during first 4 weeks of school	Support Provided by:	Date	Type of Contact	Other
1st Observation				
<ul style="list-style-type: none"> • Pre-Conference to determine focus of observation, answer any questions & review lesson plan(s) 				
<ul style="list-style-type: none"> • Talk to students. Prep them for possible modeling or side-by-side teaching with coach 				
<ul style="list-style-type: none"> • Collect data (SROs, praise, error corrections) using the observation form 				
<ul style="list-style-type: none"> • Provide verbal & written feedback to the new teacher 				
<ul style="list-style-type: none"> • Determine action plan/focus for & schedule the next observation 				
2nd Observation				
<ul style="list-style-type: none"> • Pre-Conference to determine focus of observation, answer any questions, & review lesson plan(s) 				
<ul style="list-style-type: none"> • Talk to students. Prep them for possible modeling or side-by-side teaching 				
<ul style="list-style-type: none"> • Collect data on the observation form 				
<ul style="list-style-type: none"> • Provide feedback: verbal & written to the new teacher 				
<ul style="list-style-type: none"> • Determine action plan/focus for next observation 				