South Amboy Public Schools
New Teacher Orientation Checklist

District - Wide

- [ ] School Safety Plan
    - [ ] Intruders
    - [ ] Weapons
    - [ ] Tornado
    - [ ] Fire
    - [ ] Evacuation
    - [ ] Crisis plan locations and use of class rosters
    - [ ] Emergency contact button
    - [ ] Bullying/harassment

- [ ] Access to buildings
    - [ ] Procedure for visitors (entry to building, ID badges, etc.)
    - [ ] Keys
    - [ ] Alarms/access points/codes
    - [ ] Name badge/ID
    - [ ] Reserving/using facilities (gym, auditorium, conference room, computer labs)
    - [ ] Parking

- [ ] Communication
    - [ ] Addresses
    - [ ] Phone numbers
    - [ ] Phone use
    - [ ] School website and sign
    - [ ] Email
    - [ ] Faxes
    - [ ] Faculty mailbox
    - [ ] Outgoing mail
    - [ ] School messenger system
    - [ ] District calendar
    - [ ] Intercom

- [ ] Lunch Accounts

- [ ] Money Collection and Deposit Procedures

- [ ] Purchase Requests

- [ ] Staff Absences
    - [ ] Types
    - [ ] Forms
    - [ ] Procedures for obtaining substitute

- [ ] Professional Leave and PDP Toolbox

- [ ] Faculty and Student Handbooks

- [ ] School Nurse
    - [ ] Medications policy/procedures
    - [ ] Routine screenings
    - [ ] Services offered
    - [ ] Referral procedures
    - [ ] Special needs students

- [ ] Resources
    - [ ] Photocopies/paper
    - [ ] Video/AV
    - [ ] Textbooks/workbooks
    - [ ] Available Instructional Programs
        - [ ] Accelerated Reader
        - [ ] Academy of Reading/Math
    - [ ] Library Media Center Staff
        - [ ] Online Resources
        - [ ] Card catalog
        - [ ] Equipment
    - [ ] Medical,dental and clothing help for students

- [ ] Special Education
    - [ ] Roles of paraprofessionals
    - [ ] Inclusion program and adaptations
    - [ ] Student referral process

- [ ] Professional Aspects
    - [ ] Arrival/departure times

- [ ] Dress code
- [ ] Leaving the building during the day
- [ ] In-service expectations
- [ ] Faculty committees and teaming assignments
- [ ] Late-start wednesday collaboration time
- [ ] Maintaining teaching certificate/license
- [ ] Evaluation Procedures
  - [ ] Informal observations
  - [ ] Formal observations
  - [ ] Timeline
  - [ ] Tenure
  - [ ] Reprimands/areas for improvement
  - [ ] Personnel file
    - [ ] Content
    - [ ] Access

- [ ] Technology
  - [ ] Acceptable Use Policy
  - [ ] Available equipment and checkout
  - [ ] Passwords
  - [ ] Email etiquette/suggestions
  - [ ] Computer maintenance and routine clean-up

- [ ] Supervision Duties
  - [ ] Lunch
  - [ ] Hall
  - [ ] Playground
  - [ ] Bus
  - [ ] Locker room

- [ ] Optional Extra Duties
  - [ ] Coaching or sponsoring a club/organization
  - [ ] Substituting during plan time for extra pay
  - [ ] Before or after school programs
  - [ ] Summer school/ESY

- [ ] Open House/Parent Teacher Conferences

Curriculum
- [ ] District and Building Mission Statement

- ☐ School Improvement Plan

- ☐ State Curriculum

- ☐ Assessments
    - ☐ State Tests
        - ☐ Subject areas
        - ☐ Grade levels
        - ☐ Timeline
        - ☐ Preparation materials/resources
        - ☐ AYP target goals

- ☐ MAP
    - ☐ Subject areas
    - ☐ Grade levels
    - ☐ Timeline

- ☐ Building specific
    - ☐ Star
    - ☐ Dibels
    - ☐ Gack
    - ☐ Act
    - ☐ Plan

- ☐ Class Schedules
    - ☐ Master schedule
    - ☐ "Specials" and recess schedule for elementary

Infinite Campus
- ☐ Set-up/Use
    - ☐ Grading scales
    - ☐ Weights
    - ☐ Terms
    - ☐ Outcomes
    - ☐ Lesson Planner
    - ☐ Upcoming Assignments
    - ☐ Coping Groups or Lesson Plans
    - ☐ Filling in Scores

- ☐ Attendance

- ☐ Absences
- ☐ Tardies

☐ Reports
- ☐ Format
- ☐ Uses

Classroom Issues

☐ Lesson Planning
- ☐ Incorporation of state standards
- ☐ Format
- ☐ Requirements
- ☐ Short-term
- ☐ Long-range

☐ Gradebook

☐ Building-level discipline plan/procedures

☐ General Procedures
- ☐ Basic classroom rules
- ☐ Attendance /Tardies
- ☐ Classroom jobs or roles for students
- ☐ Bell-work , warm ups, sponge activities
- ☐ Passing out supplies
- ☐ Collecting work
  - ☐ Turning in assignments to teacher
  - ☐ Returning graded assignments to student
- ☐ Assignment policies and procedures
  - ☐ Heading
  - ☐ Use of pen or pencil
  - ☐ Writing on back of paper
  - ☐ Neatness/Handwriting
  - ☐ Incomplete work
  - ☐ Late work
- ☐ Student movement in and out of classroom
  - ☐ Hall pass
  - ☐ Restrooms
  - ☐ Traveling to P.E., music, library, lunch, etc.
- ☐ Signals for student attention

- [ ] Assembly procedures and behavior

- [ ] Student talking during:
    - [ ] Class discussion
    - [ ] Group work
    - [ ] Independent work

- [ ] Procedures and expectations for group and independent work

- [ ] Monitoring students progress

- [ ] Re-taking/Re-testing procedures

- [ ] Keeping students up-to-date with grades/progress
    - [ ] Contacting parents (positive and areas of concern)
    - [ ] End of the day dismissal procedures

- [ ] Classroom party guidelines

- [ ] Use of classroom volunteers

- [ ] Organization and storage of classroom materials and textbooks

- [ ] Filing system
    - [ ] Communications
        - [ ] District office
        - [ ] Principal
        - [ ] Collaboration teams
        - [ ] Parents
    - [ ] Student records
        - [ ] Behavior
        - [ ] Reading groups and records
        - [ ] academic
    - [ ] Professional portfolio
    - [ ] Lessons, activities, resources
    - [ ] Electronic documents
        - [ ] Naming documents
        - [ ] Using file folders
        - [ ] Backing up storage
    - [ ] Personal records

- [ ] Pay
- [ ] Leave
- [ ] Evaluations
- [ ] Letters/notes.mementos

Community and School Culture
- [ ] Characteristics of community
    - [ ] Income levels
    - [ ] Housing
    - [ ] Occupations
    - [ ] Influences
    - [ ] Norms and Expectations
- [ ] Characteristics of students