

How to Prepare New Teachers for the Journey Ahead

Tips and Strategies – Weekly	Tips and Strategies – Monthly	Tips and Strategies – 1 st or 2 nd Year
<p>Have your assistant or secretary contact the teacher to see if help is needed with supplies, volunteers in the room, setting up the walls, etc. This can be done once each week, every 2 weeks, in the first 3 months or until the teacher develops a habit of asking for help when needed.</p>	<p>Check with Induction Program mentor during the first week of every 2 months to check on new teacher's progress. If the teacher is not going through induction, check with him or her by visiting class and giving feedback.</p>	<p>Have teacher be videotaped by his or her own phone. Give a few days for them to watch, then ask to meet to debrief.</p>
<p>Check with department chair to see if informal supportive meetings are taking place with new teacher for a few minutes each week (this can be done by the department chair or other teachers within the department) once every 2 weeks.</p>	<p>Assign mentor teacher. Ask mentor teacher to have a 15-minute check in with new teacher. Meet with teacher to check on the conversation with the mentor teacher for additional support.</p>	<p>After a referral or student issue, meet teacher for 10 or 15 minutes to provide encouragement and emotional support (as needed).</p>
<p>Have teacher meet with a counselor or district support specialist to discuss social-emotional supports for students once every 2 weeks.</p>	<p>Provide teacher with lesson plan template to make sure lessons are being delivered in an organized and efficient manner to maximize learning.</p>	<p>Check to see what professional development opportunities new teacher is partaking. They should attend once or more per year.</p>
<p>Print to give or email teacher 1 new article to the new teachers to read about social-emotional support.</p>	<p>Share a new strategy with them once each month, especially from your own teaching experience every 2 months.</p>	<p>Ask new teacher to visit other effective teachers' classrooms 4 times the first 2 years</p>
<p>Share lesson plan ideas that are fun, engaging, and interactive that are appropriate to the content area the teacher is teaching (i.e. Teacherspayteachers.com).</p>	<p>Visit class to check on overall organization – provide helpful, nonjudgmental feedback (approximately 5 minutes, once every 3 weeks or once per month).</p>	<p>If time management is an issue with the new teacher, meet to provide suggestions and helpful resources (as needed).</p>
<p>Meet to discuss student engagement and teacher engagement (every 2 to 3 weeks).</p>	<p>Once each month, give one positive feedback to the teacher about what he or she is doing well.</p>	<p>Meet to talk about leadership role of a teacher once during each of the first 2 years.</p>
<p>Remind teacher once each week or every two weeks that it's difficult in the beginning, but that it will get better and better with time – give a few words of motivation & encouragement.</p>	<p>Send 1 email or stop by the classroom just to ask if there are any questions/struggles that you can help them address.</p>	<p>Meet to talk about ethical issues concerning teachers and best practices</p>

Calendar these items for a weekly, monthly, or yearly basis to support new teachers.

Planning and scheduling with allow us as administrators to coach, mentor, and support our teachers. The list above has possible strategies that an administrator could employ in an organized and efficient manner to help new teachers as they begin their journey into teaching.