

Checklist to Prepare for the start of Teaching!

School & Training:

- ✓ Complete and return all employment documentation requested.
- ✓ New teachers:
 - Watch recorded new teacher training video
 - Attend meeting for introductions and tour with principal and manager at the school. Schedule next visit to the school for details and room set up before first day.
 - Attend Futura Integrated training (Mid-August)
 - Observe another Futura teacher in an integrated setting. Schedule this and send your comments after visit to your area manager.
 - Optional: Attend Futura Enrichment/Elementary Training in September.
 - If applicable, attend Archdiocese Safeguarding course.
- ✓ Returning teachers:
 - Save school calendar and verify start date
 - Go to school and set up room and/or get materials ready for the first day.
 - Attend Futura Integrated training in August
- ✓ Continued professional development and support through emailed newsletters, and Futura Workshop events via Zoom each semester

Contact Information:

- ✓ Program school's phone number into your cell phone. Google Maps the location and be familiar with directions and where to park.
- ✓ Program area manager's phone number into your cell phone.
- ✓ Give your contact information the school so they can reach out to you with information. I.e: school newsletters and updates by email & phone tree for cancellations.
- ✓ School will set up a school specific email for you. Be sure to check this regularly and respond to communication promptly.

Specific class details:

- ✓ Get the class lists for each grade from the school. This can typically also be found in the online grading system.
- ✓ Get construction paper from school office supplies and bring to class for name tents to see their names each class.
- ✓ First couple of classes: Practice basic conversation and vocabulary review, name games, ice breakers, and review expectations to get to know your students and build positive relationships and routines.
- ✓ Set up Google Classroom for upper Elementary and Middle school grade levels for student communication.

Parent intro letter:

- ✓ Download introduction letter from training recap email sent via area manager.
- ✓ Update letter to include your specific details. Note: These letters will be different for the younger grades and older grades including specific topics to be working with and grading details. (New teachers; letter is usually completed after the 1st week of classes) *Please choose the appropriate letter template for your school's grading system.
- ✓ Email your area manager a copy of the letters to have on file
- ✓ Send the letter to the principal at your school for approval. Get details on the preferred method of sending home parent communication. IE: Many times the office can make the copies for you and send home in the weekly folder for the families.
- ✓ In addition, send the FAQ's for High School Spanish to 8th grade families with approval from school principal.

Lesson plans:

- ✓ Review the Sample Flow Lesson for integrated classes, curriculum materials, and any specific school details (history of what the students learned in the past year). Some review of the basics is expected in the start of the year.



After the typical start of the year review, progress with where the students' left off the previous year to challenge them and build on their skills. *If you have any questions, ask your area manager for assistance.

- ✓ Prepare your daily lesson plans (basic outline of activities is sufficient) for each class. Note: For grades K-5 some lesson plans overlap. Middle school grades need to have distinct lesson plans according to their level and past instruction to ensure progression and academic challenges.
- ✓ Prepare all necessary materials and visual aids for lessons. IE- making copies of any handouts
- ✓ New teachers send lesson plans to area manager for first quarter. This needs to be sent electronic in Word or PDF format preferably utilizing the template provided a minimum of 24 hours before the given class.

Classroom Management

- ✓ Establish student expectations and explain this on the first day. For Elementary students use the Student Responsibility poster.
- ✓ Choose an attention-getter and be sure to explain it to the students and use frequently to create routine.
- ✓ If applicable, during the year you may add a reward and consequence system: individual and/or whole class. Choose from a variety of options including peso or sticker reward incentives. These systems will likely differ across various grade levels. Create necessary visuals such as charts, pesos, or posters.

Grading:

- ✓ Verify expectations of the grading system the school uses. Set up and establish Google Classroom for student communication on expectations.
- ✓ Within the first two weeks of teaching, connect with someone at the school to schedule a brief meeting to learn the online grading system and gain access to the system. Grades need to be entered on a regular basis so that parents and students know how they are doing. All grade expectations and deadlines need to be noted in a calendar or agenda.
- ✓ If you have your own room, you can use a section of the board or poster as a visual reminder for deadlines and upcoming assessments. If you are a transitioning teacher, you can bring extra copies of assignments to give the homeroom teacher and notify them of upcoming assessments.

Organization & Tracking:

- ✓ Make an extra copy of all assignments, quizzes, tests, or projects to be 3-whole punched and added into the provided 3-ring binder from training. Please include tabs that differentiate each grade. This is to be a comprehensive binder of what the students worked on through the school year and will be turned in at the end of the school year. Please keep detailed records in this file throughout the school year as it is subject to review.
- ✓ Mid-year and end of the year, you will fill in a recap noting the instructional topics completed per grade.

School Community

- ✓ Get to know the school staff and feel welcome to participate in school activities as a part of their community.
- ✓ Consider adding a fun activity/project, cultural event or pictures from your class to the school's monthly school newsletter/communicator. If possible, post students' work on bulletin boards or hallway displays.
- ✓ Use the school's resources like making copies or working with technology in the rooms such as the Smartboard.
- ✓ Check emails from the principal and your mailbox to ensure you are aware of important things going on at the school.
- ✓ Suggested: Have lunch in the lunchroom with school teachers, socialize and talk with staff. Attend school events like sports or luncheons.
- ✓ When applicable, ask if you will be asked to parent conferences and confirm your schedule (if required) with the principal.