

Checklist to Prepare for the start of Teaching!

School & Training:

- ✓ New teachers: Attend meeting for introductions and tour with principal and manager at the school.
- ✓ Returning teachers: Go to school and set up room and/or get materials ready for the first day.
- ✓ Attend Futura Integrated training in August and Futura Enrichment Training in September.
- ✓ New teachers: Observe another Futura teacher in an integrated setting. Schedule this and send your comments after the visit to your area manager.

Contact Information:

- ✓ Program school's phone number into your cell phone.
- ✓ 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.

Specific class details:

- ✓ Get the class lists for each grade from the school.
- ✓ Bring construction paper to class for name tents to see their names each class.
- ✓ First couple of classes: Practice basic conversation and name games to get to know your students.

Parent intro letter:

- ✓ Download 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 wk of classes)
- ✓ In addition, send the FAQ's for High School Spanish to 8th grade families with approval from school principal.
- ✓ Email your area manager a copy of the letters
- ✓ 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.

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. Be sure to then progress with where the students' left off the previous year to challenge them and build on their skills.
- ✓ Prepare your daily lesson plans for each class. Note: For grades K-5 some lesson plans overlap. Middle school grades 6-8th need to have completely 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.
- ✓ New teachers send lesson plans to area manager for first quarter. This needs to be sent electronic in Word or PDF format a minimum of 24 hours before the given class.

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 on a weekly basis as it is subject to review.
- ✓ After the first quarter you will submit a report noting the instructional topics completed per grade.

Classroom Management

- ✓ Choose your attention-getter and email it to your area manager.
- ✓ Prepare your class's Reward and Consequence system: individual and 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. Plan the system of tracking and following through with the systems and email the information to your area manager.

Grading:

- ✓ Within the first two weeks of teaching, connect with someone at the school to schedule a training to learn the online grading system. Each school may have a different system that you will need to learn how to use. Grades need to be entered on a weekly 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.
- ✓ Start a system of recording participation during class for the grade. A good tool would be using a clipboard with the class list and a grid for easy notes during class. In class written activities can also be added to this category. Even a game where you have the students write the answers to turn in at the end of class works well.
- ✓ Create a system for communicating assignments and upcoming quizzes and tests. If you have your own room you can use a section of the board or poster as a visual for the students. If you are a transitioning teacher, you can bring extra copies of assignments to give the homeroom teacher and notify them of upcoming assessments.

School Community

- ✓ Get to know the school staff and feel welcome to participate in school activities as a part of their community.
- ✓ Be thinking ahead to parent conferences and confirm your schedule (if required) with the principal.
- ✓ Consider adding a fun activity/project, cultural event or pictures from your class to the school's monthly school newsletter/communicator.
- ✓ 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.