

FIRST-YEAR TEACHER ORIENTATION TO THE SCHOOL AND DISTRICT

Things to Know About your New School

- Complete name of school and how it got the name
- Age of school
- Phone, email, website address of school
- Number of students enrolled in the school
- How students get to school – public transportation, school bus, walking, rides from family members
- School mascot and school colors
- Organization of school classrooms - number, size, shape of school, number of teachers per grade level
- Special programs or activities in the school
- What teachers are most proud of in the school
- How the school relates to other schools in the district

Personnel: Introduce the new teacher to: (provide a written list of names spelled correctly)

- Principals and administrators as well as assistants that were not part of the interview
- Department chairs that were not part of the interview
- Teachers in the building by grade level or department
- Specialist teachers (art, music, computer, physical education, etc.)
- Special services (LD, Speech, ED, ILC, ELL, EMH, Gifted, etc.)
- Support specialists (guidance, psychologist, counselor, nurse, media specialist, tech, physical therapist, etc.)
- Support personnel (secretaries, aides, paraprofessionals)
- Custodians and lunchroom employees
- Building-based support teams
- Police officers
- Other colleagues in building or district that could be a valuable resource

Building Floor Plan and School Organization

- Map of school with room numbers and exits clearly labeled (also office, workrooms, bathrooms, staff lounges, nurse, etc.)
- Map of schoolyard, where buses drop off, and where students enter and exit
- Policies for setting up classrooms

Teacher Union Information and State Licensing Information

- Representatives – meeting them together
- Understanding paying dues
- Reviewing the teacher contract and state requirements