Preparing for Your First Job

- Make a list of what you want. Specify your choice of school, students, community, school personnel, etc.
- Research local counties
- Internship-county of choice
- Start networking immediately, build good relationships with everyone you meet
- Be a professional from the start

Getting Your Classroom Ready

- Spending money vs. spending time
- You will spend MANY hours in your classroom, make it comfortable for you
- You will change your room set up, don’t get caught up wanting it a certain way
- Make your room cozy and inviting
  - Lamps
  - Tablecloths
  - Potted plants
  - Cushions, bean bag chairs, etc.
- Space for yourself, your own teacher area
Get Organized and Stay Organized

- Essential organizational items:
  - Clear Rubbermaid tubs
  - File folders
  - Avery labels
  - Stacking paper trays
  - Plastic bins/crates, all sizes
  - Extras bookshelves
- Build files for each skill
- Build files for field trips, team/staff meetings, parent conferences, newsletters, report cards & progress reports, bulletin board ideas, etc.

Adjusting to the Life of a Teacher

- Balancing act, remember your priorities
- Long days your first year
- Plan on doing school work at home every night and on weekends
- Learn to delegate! Ask family, friends, roommates, spouses, etc. for help.
- Eat healthy, get enough sleep for you
- The first two years you’re prone to getting sick

Lesson Plans Your First Three Years

- Familiarize yourself with each aspect of curriculum
- Give yourself LOTS of time for planning your first year
- Make a goal to have your plans done by a certain day each week
- Administrators lesson plan guidelines
- Templates
- Team Planning?
- Ask team members for activities, projects, worksheets, ideas for whole/small group, etc.
- Ask for help!
Assessments

* First time? Ask to observe reading resource teacher or team leader administer an assessment
* 1st grade ongoing assessments:
  * DRA (reading level)
  * PASE and PSI (phonemic awareness & phonics)
  * Sight Word Lists
* First 6 weeks of school = Many hours of instructional time spent assessing
* Assess during centers. Manage your time wisely.
* Overwhelmed? Ask reading resource teacher to help
* Organize student assessments

Literacy Centers

* Make your own vs. pre-made centers
* Keep them simple and easy to change
* Center rotation
* Time management
* Taking time to model center directions and procedures = students working independently

Guided Reading Groups

* Teachers role: to model, guide, and manage
* I do two 25 minute groups per day. It allows time for:
  * One leveled book
  * Picture walks, questions before reading
  * Questions during, guided word decoding
  * Retelling, reflecting, and questions after
* Reading groups meet Monday-Thursday, Fridays are usually for assessments
* Create a guided reading lesson plan template
* Become “invisible” to students at centers: Wear flowers or other symbol to control interruptions
Effective Parent Communication

★ Meet the Teacher, first encounter...firm handshakes, smiling, confident
★ 2 positive phone calls a week
★ Positive, negative, positive comments
★ Weekly homework sheet with notes section
★ Monthly class newsletter with photos
★ Monthly calendar of school events, students birthdays, fundraiser reminders, etc.

Parent Conferences

★ Required to meet with all parents 2 times/year
★ Scheduling
★ Be prepared!
★ Always have in front of you:
  ★ Recent assessments
  ★ Work samples-writing, journals, math sheets, etc.
  ★ Student contact sheet to take notes
★ Be direct, straight forward, and simple. Most parents do not understand "teacher lingo".
★ Conference Record Form

Progress Reports and Report Cards

★ Seminole County elementary schools use trimesters
★ Progress reports every 30 days
★ Report cards every 60 days
★ Integrate Pro or IG Pro, grading system
★ Grade book
★ Progress reports
★ Report cards
★ County changing reports-be flexible, make adjustments in parent communication if needed
Classroom Management

- Students will respect you more if you are firm, never try to be their friend
- Always start the year VERY firm
- Be consistent and follow through
- Communicate with parents day of any behavior issue
- Simple behavior plan if needed, communicate to students clearly
- Rewards both intrinsic and extrinsic
- Many different behavior management techniques & programs to use. Discuss with your team and administration before implementing one.

Observations Your First Three Years

- At least two official per year, 45 minutes
- Best case scenario: pre-observation meeting, observation, post observation review, sign and receive copy of your form
- Real life scenario: Principal pops in unannounced, post observation review, sign and receive copy of your form
- Prep
- Keep all observation forms in a folder

A Day in the Life

- ESOL students, SLD students, and Speech students
- Last minute changes to daily schedule
- Mornings:
  - Fundraisers, money to collect for field trips
  - Attendance
  - Homework to check, Parent notes to read
- Planning period:
  - Returning emails
  - Stuffing take-home folders
  - Sending out copies, finishing lunch, etc.
- Dismissal changes, calls from office throughout the day
Always Remain Positive

- "Why do I teach?"
- Keep a Nice Notes file
- Read your Nice Notes often. They will cheer you up and give you motivation!
- Keep inspirational quotes in a place you look often

I'm Here to Help!

- Please feel free to email me with any questions!
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- If you would like copies of anything I've shown, check the HAPPY Hour Website:
  http://www.education.ucf.edu/happyhour/