

become Campus Teachers of the Year, District Teachers of the Year, and administrators, all possible because of that very partnership that we seek and encourage.

A great way to begin is by introducing your new teacher to the campus and its innerworkings, things that you and other veteran teachers may take for granted. Remember, this is the first time your intern has taught and the challenges associated with that are monumental.

<p>Nuts and Bolts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Where to find student textbooks <input type="checkbox"/> How to order student desks and chairs <input type="checkbox"/> Inter-school mail <input type="checkbox"/> Obtaining a substitute teacher <p>Locations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Main office <input type="checkbox"/> Restrooms <input type="checkbox"/> Counselor's office <input type="checkbox"/> Lost and found <p>Procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bus/hall duty <input type="checkbox"/> AV checkout <input type="checkbox"/> Computer lab signup <input type="checkbox"/> Emergency action plan <p>Curriculum/Grading</p> <ul style="list-style-type: none"> <input type="checkbox"/> Locating materials to support curriculum <input type="checkbox"/> Setting up a gradebook <input type="checkbox"/> Grade level grading criteria 	<p>Parent Contact</p> <ul style="list-style-type: none"> <input type="checkbox"/> Open house <input type="checkbox"/> Parent/teacher conferences <input type="checkbox"/> Calling parents <input type="checkbox"/> Documentation of parent contact <p>Staff</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrators <input type="checkbox"/> Secretaries <input type="checkbox"/> Psychologist <input type="checkbox"/> Custodians <p>Teacher Issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> Union building representatives <input type="checkbox"/> Licensure and recertification <input type="checkbox"/> How to communicate with administration <p>School Happenings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tornado and fire drills <input type="checkbox"/> Field trips <input type="checkbox"/> Two hour late starts <input type="checkbox"/> Student council
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This first year will be a trying year. As veteran educators, we know that but years of experience have also taught us that things will most definitely get better. Reassure your new intern of this. This is a diagram that we use to show the stages of the first year of teaching. Share your personal experiences and discuss ways for your intern to get through the year.

