

# Teacher Checklist

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## Beginning of Year

- Establish classroom rules, procedures and routines early in the school year to free up the rest of the year to be devoted to teaching and learning
- Communicate with parents; introduce yourself
- Prepare a school calendar of all important events
- Prepare presentation for Parent Orientation Day & submit a copy to principal before orientation
- Create daily/weekly schedule on OCS form
- Give a student inventory to familiarize yourself with specific student interests



## Daily

- Submit attendance
- Check duty schedule
- Check student uniforms
- Check shades, lights, and doors at dismissal
- Send student to nurse *after* phone notification; "heads-up"
- Respond to any form of communication within 24 hours
- \_\_\_\_\_



## Weekly

- Attend faculty meeting
- Attend PLC meeting
- Check student agendas
- Write standards-based lesson plans
- Input electronic grades
- Clean desks with students
- Connect with principal if concerned about a student
- \_\_\_\_\_
- \_\_\_\_\_



## Monthly

- Note student engagement in classroom; change seats as needed
- Note cooperation in cafeteria; change seats as needed
- Design standards-based units of study based on "backwards design" (UbD)
- Note student achievement; contacts principal/parent as needed
- Ensure balanced assessments
- Change bulletin boards; ensure one is always dedicated to religion
- Display student work
- \_\_\_\_\_

"You seemingly waste a little time at the beginning to gain time at the end." Lim Chye Tin



- Revise or write personal goals
- Review goals with principal
- Check "specials" schedule
- Review all teacher's manuals (i.e., Faculty Handbook, Family Handbooks, OCS Policies and Procedures)
- Review OCS curriculum standards for every content area
- Complete substitute folder
- Familiarize yourself with computer software in classroom and/or lab
- Meet with principal to discuss student achievement and possible programming changes
- Evaluate student achievement as it relates to ITBS results
- Review student data and portfolios from previous years
- Review students' permanent record file
- Decide faith in action project...student based with curriculum complements
- Check Prayer Service/Liturgy dates; prepare as needed

**THE FOUR CHARACTERISTICS  
OF AN EFFECTIVE TEACHER:**

1. Sees the face of Jesus in every child.
2. Has positive expectations of student success;  
believes in each child.
3. Is an extremely good classroom manager.
4. Knows how to design lessons for student  
mastery.