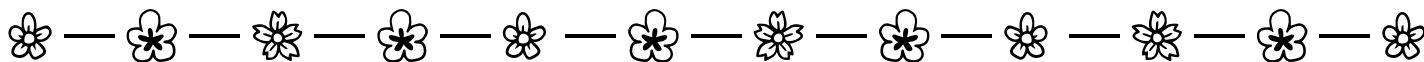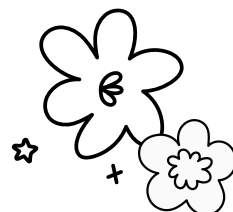# first-year teacher
Summer To-Do List
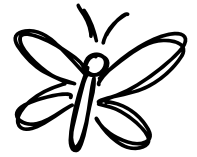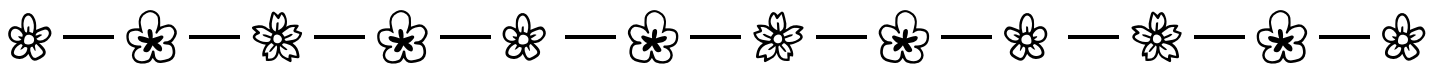
Things to Brainstorm & Plans to Design:

- Words to describe your classroom vibe
- A sketch of your classroom layout
- Plan out all routines & procedures (grab a checklist!)
- List of routines to teach in Week 1
- Community-building activities for Week 1
- Running list of questions to ask your team/mentor
- Student areas & systems (turning in work, shared supplies, storing backpacks, etc.)
- Your instructional space (document camera, anchor charts, teacher notebook, lesson copies, etc.)
- Teaching class rules
- System for early finishers and warm-ups
- Managing grades
- Returning graded work & sending papers home
- Storing & organizing your teaching materials
- Student folders and notebooks (take-home folder, unfinished work, HW, color-coded notebooks, etc.)
- Classroom jobs
- Calm-down area or SEL corner
- Managing student absences
- Displaying learning targets
- Daily attendance
- Tracking how students get home each day
- Daily lunch count or managing lunch boxes
- Labeling student desks, cubbies, book bins, lockers, etc.
- Door decor & bulletin boards
- Displaying student work
- Student birthdays

Things to Create & Research to Do:

- New team's emails or phone numbers
- List of routines and procedures
- Your school's grading system and procedures
- Your grade level's assessment and data collection methods
- Simple, independent printables for emergency sub plans
- Key learning standards for your subject/grade
- Map out key dates (start/end units, report cards, PD days)
- Identify important staff members (custodian, SpEd, tech support, counselor, front office, etc.)
- Meet the Teacher page
- Page to collect parent info
- Daily agenda or lesson slides
- Home/parent communication system
- Weekly planning template for calendar events and lessons
- Cheat-sheet template for your students' IEP/504/EL accommodations
- Student survey of interests, needs, home life, background, etc.
- Template for daily class schedule
- Weekly homework template
- Class roster template
- Classroom newsletter
- Parent contact log

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A Note:

This is meant to serve as a thought-starter or brainstorm list-not an exhaustive list of things to overwhelm you!
Cherry pick what you're in the mood for, use this list to create your own, or tweak it to fit your needs ❀