

## Be Ready Checklist: Planning For Support

This *Be Ready Checklist* helps a teacher ensure support during a change of schools or districts.

I have investigated and know the procedures for:

- ordering materials and resources
- sharing materials and resources
- using the photocopier, TVs and other electronic equipment
- using the phone/fax for local and long distance purposes
- booking gyms, library, computer lab, other specialty rooms
- budgets
- sharing of student information related to learning needs.

I have met and checked procedures with the people in the school responsible for:

- secretarial support
- custodial care
- educational assistants.

I have created rapport with individuals in the school critical to my success.

- not yet but it will happen
- not planned for
- have done this

I am working to recognize the importance of each support role within the school culture.

- not yet but it will happen
- not planned for
- have done this

Understanding the parameters of new roles helps to establish clear understandings of the types of supports required to be successful.

When discussing the roles for new positions with the school administration, teachers need to clarify job specifics such as:

- expectations for signing in and out of the building during lunch
- preparation times to support specialized equipment purchase (e.g., food for cooking, supplies for science)
- travel time if moving between two locations
- parameters when working with para-professionals such as educational assistants, nursing staff, social workers, volunteers, if required
- role of senior staff including department or division chairs
- involvement of support personnel
- new district initiatives that impact a new subject or grade.

Do the new roles require new information and background that goes beyond the teachers' current knowledge?

A clear understanding of the expectations associated with the subject/grade roles in teaching can be helpful by pin-pointing areas where more information or teacher learning is required.

*Working with individuals who hold a supporting role in a school is important for the smooth functioning of the individual classroom.*

A discussion about roles often leads to suggestions about specific individuals, print, or electronic supports available. As part of the teaching role it is important to consider:

- what additional knowledge is required to teach a specific subject or grade
- the available sources of information for students such as available texts and Internet resources
- whether additional information is available for teachers from district or school-based policies, subject guides or manuals
- the availability of subject/grade teams or professional learning community opportunities to support teacher learning
- the availability of specific professional development sessions and how to register for them
- how to obtain the required permissions necessary to attend workshops or presentations to support teacher learning of new material.

## **Support**

Arriving in a new teaching location can be overwhelming, especially if it is unexpected. It is critical for success to be set up and ready to teach. However, preparing for teaching is time consuming and a new location can create logistical problems that further delay preparation. All of this adds stress and the likelihood that some essentials for success will be missed.

A new location may have school protocols related to:

- ordering materials and resources
- sharing materials and resources
- using the photocopier, TVs and other electronic equipment
- using the phone/fax for local and long distance purposes
- booking gyms, library, computer lab, other specialty rooms
- budgets
- sharing of student information related to learning needs.

Lessons sometimes need special rooms/equipment/materials and require time to get organized. Knowing about the school protocols in relation to specialty rooms, equipment, and resources is essential for smooth organization and implementation of classroom lessons.

Following the guidelines provided in this section of the handbook will assist in a positive start and hopefully alleviate concerns related to a new location.