Back to School Checklist



This Is A List

Task		Done!
	Cot up avanizational/filing austora (apranutay and have appu)	Done:
	Set-up organizational/filing system (computer and hard copy)	
0	Plan how you'll introduce yourself to staff (if you're new)	
0	If you do not have a clear job description, clarify your role and write it out	
0	Use your job description to help determine how you'll share your role with staff	
0	Make copy of staff list and add to reference section of your planner	
0	Review the standards you'll be evaluated by	
0	Set your professional goals for the year	
0	Figure out when you'll meet with your administrator	
0	Plan a friendly visit to every classroom for 10-20 minutes the first week	
0	Determine what beginning of year PD you'll be facilitating - plan it!	
0	Set-up your calendar. Transfer in all district dates, and personal appts.	
0	Determine when your first coaching cycle will start	
0	Determine if there are any new teachers who may need more intensive support to start	
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