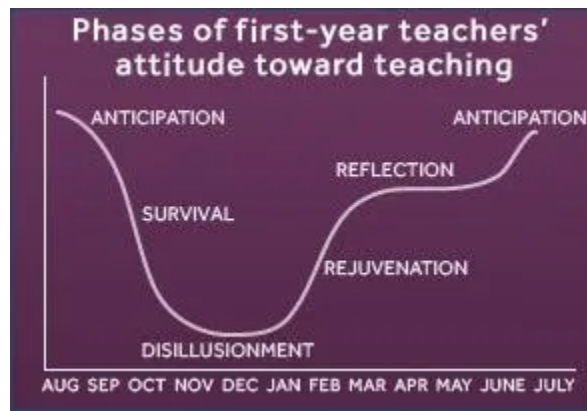


Supporting your New Teacher

Ellen Moir, the Director of the New Teacher Center at the University of California, Santa Cruz, has identified the phases of first-year teachers' attitudes toward teaching. This depiction shows the mental and emotional challenges that teachers may face during their first year of teaching and is a great reminder for mentors as they are supporting their teachers throughout the year.



The following suggestions may be helpful as you plan to support your teacher during those first days and weeks of school:

Welcoming Your New Teacher

- Invite him/her to stop by your classroom at anytime
- Leave a little note in their mailbox or on their desk
- If you are at the same school site, sit with her/him at meetings and introduce them to other staff members
- Show them around the campus
- Support them in welcoming students and parents.

Professionalism

- Discuss professional dress, if needed
- Remind the new teacher of confidentiality and to refrain from discussing private issues with students, parents, and/or colleagues in the staff room or other public areas
- Speak professionally about administrative staff, support staff and other teachers

- Discuss the purpose of social media sites and remind them that the community can access all information posted

Classroom Setup

- Help obtain the necessary furniture, supplies and materials for classroom set up
- Explain procedures for attendance, email, voice mail, etc.
- Discuss policies/protocols for bathroom/hall passes, emergency drills, substitute folders, and schedules for support classes.
- Share organizational strategies for instructional materials

Building Relationships with all Stakeholders

- Discuss the importance of keeping parents informed about curriculum , important dates, upcoming events, etc.
- Share communication platforms : newsletters, Remind, email, Twitter, phone calls, etc.
- Obtain a list of key personnel at the school and district, their responsibilities and contact information
- Discuss Back-to-School Night: agenda, presentation ideas, goals, etc.
- Introduce new teacher to all staff members, if at the same school site
- Go over policies for working with paraprofessionals
- Share the teacher and/ or district handbook
- Share the support services available at the school site
- Discuss methods for preparing for an SST or IEP meeting
- Assist the new teacher with reviewing all IEPs, 504 plans, etc.