



# New Teacher *Checklist*

## PREPARING FOR THE 1ST DAY OF SCHOOL

☐ **DECORATE  
YOUR  
CLASSROOM**

☐ **CHOOSE A  
CREATIVE WAY  
TO INTRODUCE  
YOURSELF TO  
THE CLASS**

☐ **WRITE AND  
PRACTICE  
LESSON PLANS  
FOR THE FIRST  
WEEK**

☐ **GATHER  
& ORGANIZE  
YOUR  
TEACHING  
SUPPLIES**

☐ **DECIDE ON  
CLASSROOM  
RULES AND  
CONSEQUENCES**

☐ **GET USED  
TO CLASSROOM  
TECHNOLOGY**

☐ **ARRANGE  
YOUR  
CLASSROOM**

☐ **CREATE  
CLASSROOM  
SYSTEMS AND  
PROCEDURES**

☐ **PREPARE AN  
ICEBREAKER  
ACTIVITY**