



First Day of School Checklist

Skills for Successful Teachers

Ron Partin

Before school begins

- Become familiar with the building.
- Name, grade level or subject and room number posted beside your door.
- Name tags and markers available.
- Your name written on the chalkboard.
- Sufficient number of textbooks available (remember teacher's edition).
- The day's class schedule written on the board.
- Double check school schedule for the day (recess, lunch, class changes).
- Class roster readily accessible.
- All teaching materials ready for first day's lesson.
- Know the school rules/policies.
- First day's lesson plans complete.
- Arrange desks in desired pattern.
- Create an inviting atmosphere (bulletin boards, posters).
- Set-up tape player and any music to be played.
- Have "sponge" activities available.

Opening day

- Greet students at the door - smile!
- Assign temporary seats.
- Begin learning students' names (check pronunciation).
- Take attendance.
- Establish rules.
- Get students started on learning.
- Specify supplies and fees students must provide.
- Make any assignments for the next class.
- Begin training routines and procedures.
- Show enthusiasm for your subject!

From: R.L. Partin (1995). *The teacher's classroom survival guide*.
Englewood Cliffs, NJ: Prentice-Hall.

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