

ORIENTATION EXPERIENCES FOR THE STUDENT TEACHER

A. SCHOOL POLICIES REGARDING:

- Teacher and student absences/tardiness
- Behavior management
- Fire, tornado, lock down drills
- Lunch room
- Library/Media Center
- Confidential Information
- School property
- School bus transportation
- Bloodborne pathogens, child abuse, sexual harassment
- Money solicitation and collection
- Report cards

B. SPECIFIC ROLES OF:

- Principal
- Assistant Principal
- Department chair /Team Leader
- Secretary
- Classroom teachers
- Special education teachers
- School psychologist
- Guidance counselors
- Directors of Curriculum and Special Education
- Teacher aides
- Vertical teams
- Other : _____

C. PLANNING AND PREPARATION

Knowledge of Resources

- Tour of school facility

D. CLASSROOM ENVIRONMENT

Managing Classroom Procedures

- Routines and daily schedule
- Distribution & collection of materials
- Procedures for fire, tornado and lockdown drills

Organizing Physical Space

- Seating Plans
- Bulletin Boards

Managing Student Behavior

- Expectations
- Behavior plan

E. INSTRUCTION

Communicating with Students

- Directions and procedures
- Grade level indicators & benchmarks
- District and State testing
- Learning/Activity Centers
- Assessment of instruction
- Computers/media/tech
- Student organizations
- Extracurricular activities

Using Assessment in Instruction

- Grading practices
- Short cycle and common assessments
- District and State tests

Engaging Students in Learning

- Instructional materials and resources

F. PROFESSIONAL RESPONSIBILITIES

Maintaining Accurate Records

- Students' permanent records
- Grade book
- Attendance (Absence/Tardies)
- Report cards

Communicating with Families

- Conferencing (parent, IAT, RTI)
- Open House

- Intervention forms
- Requisition for supplies
- Field Trip requests

Participating in a Professional Community

- Faculty meetings
- Inservice/staff development
- Extended teacher responsibilities

[Based on *A Framework for Teaching* by Charlotte Danielson]