

## APPENDIX B

### CHECKLIST FOR TEACHER CANDIDATES

(As applicable to placement)

#### Learn Policies and Procedures

- District Level
- Building Level

#### Learn Daily Procedures

- Time teacher arrive and leave (AM/PM)

#### Mentor Teacher Supervisor Duties

- Recess
- Restrooms
- Halls
- Assemblies
- Study Halls
- Cafeteria Duties
- Buses
- Before/After School Duties
- Other Duties

#### Classroom Procedures

- Attendance
- Lunch Count
- Daily Announcements
- Opening Exercises
- Schedule for Special Area and Support Classes
- Procedure to send and receive messages
- System used to dismiss students to other classes, recess, lunch and fire drills
- Procedures for dismissal
- Method used to distribute, collect and store curriculum and instruction materials
- Procedures to obtain supportive technology and equipment

#### Classroom Forms and Records

- Attendance
- Excuse Notes
- Lunch count forms
- Hall pass forms/ Lavatory passes
- Health pass forms
- Grading forms and system
- Report forms and report cards
- Discipline forms
- Health Records
- Permanent Record forms
- SAP, IEP, ER
- Other special forms

#### Student Information

- Names
- Ability Levels
- Methods for grouping and flexibility of the groups
- Special seating arrangements
- Special health and physical needs of students (consult District Confidentiality Policy)
- Appropriate home and family information (consult District Confidentiality Policy)
- Procedures for involving counselors and/or parents