

# ABMP NEW INSTRUCTOR ORIENTATION CHECKLIST

## 1. LOGISTICS

### A. Tour of the School

- Entries and exits
- Classrooms and offices
- Faculty room
- Restrooms
- Front desk
- Student clinic
- Other

### B. Access to Buildings

- Doors and keys
- Alarms, access points, codes
- Opening and closing procedures
- Procedure for visitors
- Parking
- Reserving rooms

### C. General Communication

- School address
- Staff phone numbers and emails
- School internal website (information for teachers)
- Email, phone, and fax use
- Faculty mailboxes

### D. Safety Plans and Procedures

- Emergency phone numbers
- First aid kits and CPR supply locations
- Fire extinguisher locations and directions for use
- Procedures in the event of fire
- Procedures in the event of weather (snowstorm, tornado, etc.)
- General evacuation procedure (meeting sites outside of school, etc.)
- Intruders or staff/students with weapons procedures
- Sexual harassment or sexual assault procedures
- Student illness or injury procedures
- Accident forms and how to fill them out

## 2. GENERAL RESOURCES AND SUPPLIES

### A. Equipment

- Photocopy machines, copy paper, and supplies
- PowerPoint projectors, instructions for setup, and procedure for reservation/checkout
- Audio-visual resources (e.g., TV, DVD player, videos, etc.) and procedure for reservation/checkout

### B. Resources

- Faculty library and procedure for checking out books
- Access to Internet and web-based resources
- Classroom teaching resources (skeletons, models, etc.)
- Reimbursement for continuing education upon pre-approval

### C. Classroom Supplies

- Whiteboard markers
- Cleaning and sanitation supplies
- Standard precautions supplies
- Teacher demonstration supplies (e.g., sheets, face cradle covers, massage lubricant, bolsters, etc.)

### D. Resource Procedures

- Requesting new equipment or resources
- Ordering supplies

## 3. RESOURCES FOR STUDENTS

- Student Handbook
- Computer lab
- Orientation / New Student Open House
- Study skills workshops (monthly)
- Learning specialist and tutoring
- Campus counselor
- Resource listings (childcare, public transportation, medical, dental, clothing or food help, lost textbook help, etc.)
- Car pool organization
- Special needs students and reasonable accommodations resources
- Student complaint process

## 4. PROCEDURES

### A. Job-Related Procedures

- Vacation requests
- Sick leave
- Obtaining a substitute for classes
- Submitting complaints or suggestions
- Completing and submitting incident reports

### B. Performance Evaluation Procedures

- Informal observations
- Formal observations
- Student evaluations of teachers
- Annual review
- Performance improvement plans

### C. Student Intervention Procedures

- Identifying and reporting high-risk students
- Obtaining resources for students needing help
- Procedures for disciplining students and documenting discipline
- Adding to student files and access to student files

### D. Classroom Procedures

- Class rules
- Classroom cleanliness – the instructor's role
- Attendance procedures
- Grading scales and keeping the gradebook
- Reporting grades to students
- Assignment grading and return
- Late or incomplete work
- Monitoring student progress
- Testing and evaluation procedures
- Makeup days (because of missed classes due to snow, etc.)

## 5. EXPECTATIONS

### A. Teacher Professionalism

- Dress code
- Arrival and departure times
- Interaction with peers and students
- Grounds for termination (use of swear words, threatening students, sexual harassment, etc.)
- Attendance at faculty meetings and in-service events
- Maintaining licenses and insurance
- Personnel file (content, access)

### B. Student Expectations

- Dress code
- Code of conduct
- Arrival and departure times
- Grounds for suspension or program termination (threatening teachers or other students, sexual harassment, etc.)

## 6. SCHOOL CULTURE

- School mission and vision
- Student demographics (age, full time or part time work, child responsibilities, income levels, education levels, etc.)
- Diversity awareness
- School long-term goals
- School challenges and opportunities for growth

## 7. THE CURRICULUM

### A. Overview of the Program

### B. Overview of the Instructor's Course(s)

- Course learning outcomes
- Syllabi review

### C. Teaching Materials Review

- Lesson plan review
- Lectures: Resources for presenting (outlines, notes, slides)
- Activities: Review and explanation
- Homework: Review and explanation
- Evaluations, keys, rubrics, and grading

#### D. Teaching Norms

- An overview of the school's teaching philosophies or prescribed learning theory or instructional design methodology (for example):
  - Students know and can articulate the purpose of the lesson
  - Instructors check for understanding and review if students demonstrate knowledge or skill gaps
  - Methodical development of learner conceptual understanding, guided practice, structured exchange time, and peer collaboration are primary teaching methods
  - Opportunities for second drafts, retesting, or points returned for deconstruction of graded quizzes and exams expected
  - Students are viewed as adults and treated respectfully
  - An emphasis is placed on capacity building and teaching an effective approach to content.

### 8. THE SCHEDULE

- A. Term or Module Schedule
- B. Scheduled Faculty Meetings
- C. Other Scheduled Events

### 9. OPPORTUNITIES FOR GROWTH

- A. Optional Extra Duties (after 6-month waiting period)
  - Teaching monthly study skills workshop
  - Teaching student orientation
  - Participating in Open House events
- B. Instructional Skills Development
  - ABMP Instructors on the Front Lines Events (date TBD)
  - ABMP Instructor 101 Webinar Series (online and on-demand)
  - Other ABMP webinars