Be Prepared and Organized

Strategies for Being Prepared

The following facts may help in understanding the need for being prepared and having a routine.

• Students need, desire and require direction. They, more than any other age group, are the world’s greatest conformists. This is frequently proven by their inevitable submission to peer pressure.
• Students really want to learn. Most of them also sincerely like to be in school, notwithstanding occasional comments to the contrary. In view of this, it is not surprising that effective teachers quickly learn that it is important to have the classroom under control at all times. When confusion exists, concentration is impossible and actual learning is reduced to a minimum.

The following strategies are meant to help the new teacher begin the year on the right foot.

• Learn your student’s names as soon as possible. Make this a first day priority. Students feel valued when you remember their name.
• The name of the game is Plan, Plan and Plan Ahead
• Have a clear idea of what is to be taught and how it is to be taught before you enter the classroom. Post daily assignments in the same location every day.
• Students need to know what they are doing and why they are doing it. As the teacher, you need to tell them, prepare the guidelines and put the directions in writing so they have them as a resource.
• The use of written guidelines with objectives increases student completion of assignments.
• Teach your students the routine of the CTE classroom. Be consistent with your routines and don’t vary them much. Students will follow your lead.
• Organize the way you begin the day, practice the routine with your students, and stay with the same routine. Post the routine on the board.
• Post a timeline or agenda for the day’s activities.
• Set your standards high and communicate those standards and expectations for classroom or shop participation and behavior to students.
• Students will work to meet the standards if they know what they are.
• Allow students the opportunity to participate in writing the classroom rules. This will make them feel a part of the learning community.
• Post the rules in the classroom. Make sure all students are aware of the rules before you begin to enforce them.
• Don’t change the rules without discussion.
• Make sure your rules align with the school rules and policies.
• Have a procedure for monitoring students and share it with your students. Let students know how they are doing often.
• Have a simple grading system that students will understand.
Strategies for Being Organized

Organization is important for students in CTE classrooms. Maintaining a well-organized classroom will help you manage the learning environment. It will save you much energy and wasted time, which is why it’s so important for you to have organizational strategies. They will help you to manage your time more efficiently. The more organized you are, the more time you will have to devote to teaching.

Below are some basic organizational tips for teachers:

- Be prompt to school or appointments. It’s suggested that you arrive to school a half an hour before the students.
- Use a calendar to keep track of important appointments, meetings, etc.
- Prioritize tasks.
- Try to organize your desk at the end of the day.
- Keep a supply of passes, forms, pens, and other materials on hand.
- Use a “To Do” list.
- Use folders or 3-ring binders to keep important information.
- Document phone calls, parent conferences, or other contacts i.e., phone numbers
- Return phone calls as soon as possible.
- Keep a calendar, pen, and note pad near your phone or computer.
- Learn to use the e-mail at work. It’s a great way to communicate with parents/guardians and other teachers.