SMOOTH THE TRANSITION

Principals should use the following checklist to help teacher candidates become members of the school community:

- **Review** a copy of the student-teaching handbook. Become familiar with the criteria for the student-teaching experience.

- **Meet** with the teacher candidate prior to the placement. If this is not possible, plan to meet the candidate on his or her first day.

- **Provide** a tour of the school and introduce the teacher candidate to school personnel. In the introduction, avoid stating the teacher candidate is "here to help out." Set the tone that the candidate is a member of the teaching team.

- **Provide** an orientation to the school; include an overview of the resources that are available, school policies, procedures, and safety protocols.

- **Assemble** a welcome packet that includes information about the student population, and school community background information (e.g., the history of the school name, community demographics, and school calendar including holidays, half-days, parent conference dates and meetings). Also include the name and bio of the cooperating teachers.

- **Provide** a letter of introduction for the teacher candidate that is sent to families.

- **Provide** teaching materials, supplies, and equipment that are available to other teachers.

- **Ensure** the teacher candidate is included in instructional and other professional development activities.

- **Create** a professional learning community that supports both cooperating teachers and teacher candidates. A formal program within the school community can be beneficial to both.

- **Visit** the classroom to conduct observations. Follow up with the cooperating teacher and teacher candidate to provide feedback.

- **Meet** with the teacher candidate to determine how the student-teaching experience is progressing.

- **Conduct** mock interviews with teacher candidates to prepare them for future interviews.

- **Write** letters of recommendation and make referrals on behalf of the teacher candidate.