

Getting Started for the Day: Questions to Ask

Questions to Ask the Admin Assistant

- ❖ How do I reach the office?
- ❖ Who do I call if I need behavior support or any support?
- ❖ Who do I call if I need medical support?
- ❖ Who is a teaching partner to go to if I have questions?

Questions to Ask a Teaching Partner

- ❖ Introduce myself.
- ❖ Where do I find materials?
- ❖ Is there a buddy room for behaviors and/or breaks for students?
- ❖ Are there any events/assemblies I need to be aware of for the day?

Questions to Ask Myself

- ❖ Do I have some quick 5-minute activities planned for unexpected downtime?
- ❖ Have I read through the lesson plans?
- ❖ Have I tried the technology?

Safety Tips to Consider

- ❖ Check the emergency folder (backside of door?).
- ❖ Look at your surroundings in the classroom.
- ❖ Know where your exits are.
- ❖ Know how to lock the door.
- ❖ Is there anything I can put in front of the door?
- ❖ Where am I going to put kids?
- ❖ Where do I take kids if exiting the building?

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