



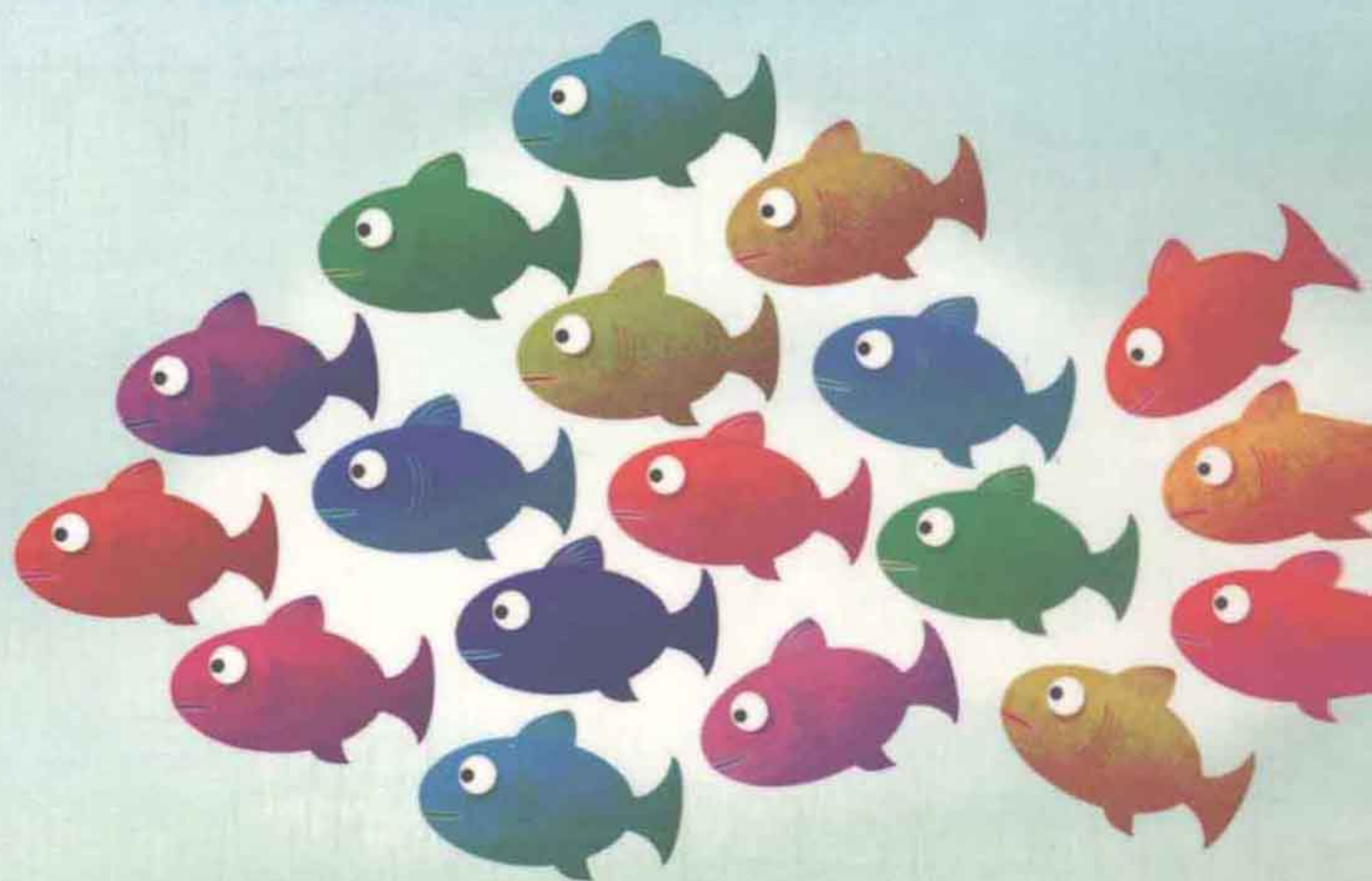
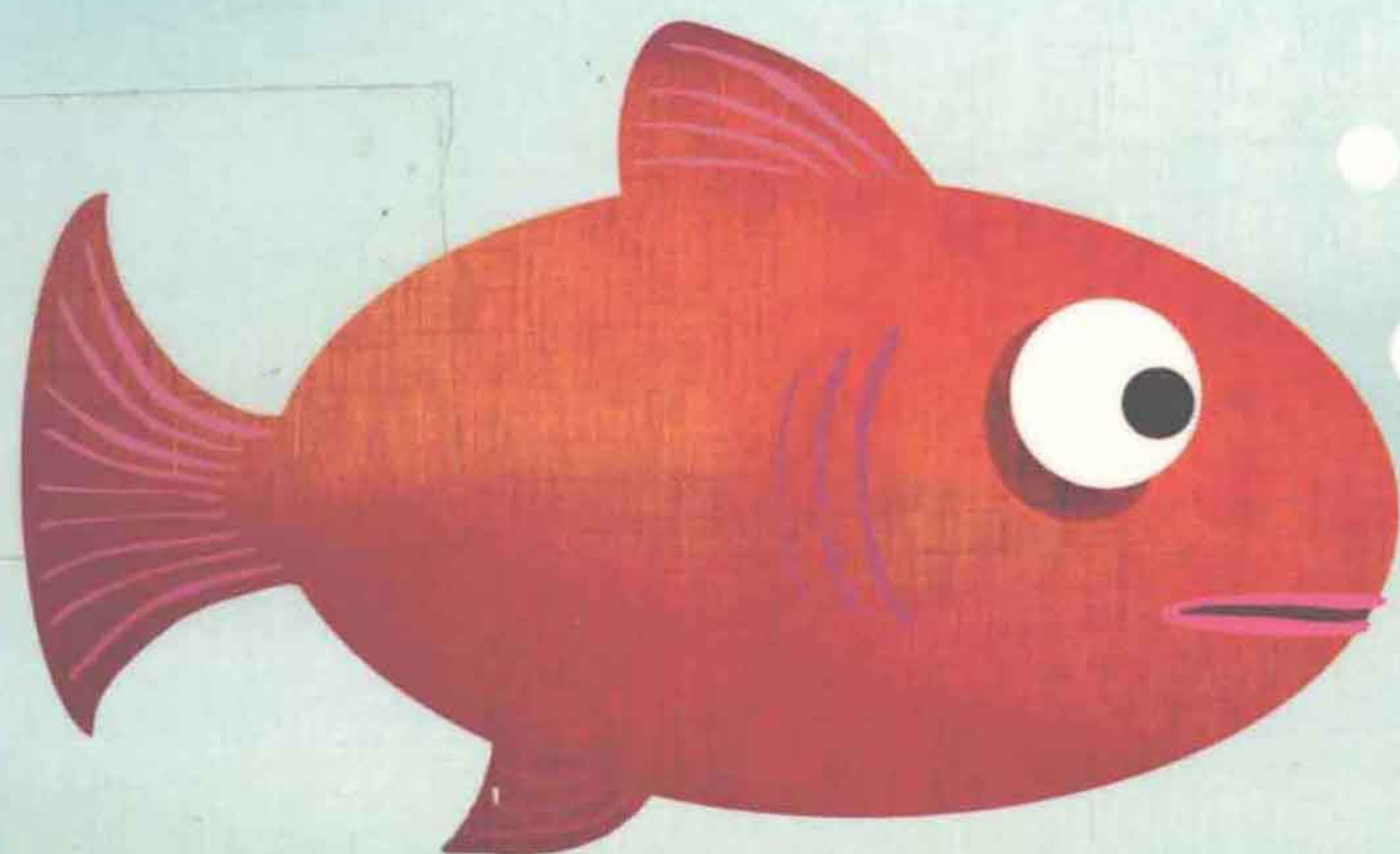
The First-Year Teacher's Survival Guide



Ready-to-Use Strategies, Tools & Activities
for Meeting the Challenges of Each School Day

SECOND EDITION

Julia G. Thompson



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for Meeting the Challenges of Each School Day**

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JULIA G. THOMPSON



John Wiley & Sons, Inc.

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Published by Jossey-Bass
A Wiley Imprint
989 Market Street, San Francisco, CA 94103-1741 www.josseybass.com

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The Library of Congress Cataloging-in-Publication Data has been applied for.

ISBN 978-0-7879-9455-6

Printed in the United States of America

SECOND EDITION

PB Printing 10 9 8 7 6 5

More Praise for *The First-Year Teacher's Survival Guide*

"This survival guide is one of the best that I've seen for new teachers. This experienced teacher knows firsthand what new teachers will encounter during that important first year in the classroom. She provides practical strategies and ready-to-use materials to make sure that the common pitfalls of discipline, organization, time management, lesson planning, grading and assessment, working with other teachers, and job burnout are avoided. Julia Thompson also knows that teaching is one of the most challenging as well as one of the most rewarding jobs in the world. From what I've read, her mission is to keep talented new teachers in the classroom and not pursuing other careers. Thank you for writing this book!"

— **Darlene Mannix, special education teacher, Crichfield Elementary School, Indiana**

"Julia Thompson earns an A+ for her practical and comprehensive *First-Year Teacher's Survival Guide*. This veteran educator skillfully provides effective classroom-tested strategies to guide the new teacher through the possible problems and potentially stressful situations often encountered during that memorable first year of teaching. . . . *First Year Teacher's Survival Guide* should be required reading for all new teachers!"

— **Jack Umstatter, veteran teacher of thirty-five years and educational consultant, Islip, New York**

"I can't think of anything this guide doesn't have! It's common knowledge that the first year of teaching presents endless challenges and a plethora of questions. Thompson's *First-Year Teacher's Survival Guide* will prove to be an invaluable tool for new teachers. Seasoned teachers will love it for its new and innovative ideas. I would have one available for each teacher on opening day!"

— **Gloria Smith, early childhood staff developer, District 7 Bronx, New York**

"I found Julia Thompson's *First-Year Teacher's Survival Guide* provides it all. She has written a remarkable guide that any teacher will enjoy having. The ideas and suggestions she has gathered provide a 'compass' of usable and practical information. This guide will help keep new professional educators focused on what is most important: the mutual positive development of their students and themselves."

— **Dr. David E. Hutt, superintendent, Buellton Union School District, California**

"First-year teachers—and veterans too—will find an abundance of resources in this well-stocked survival guide. Julia Thompson's down-to-earth ideas are based on years of classroom experience, seasoned judgment, and a strong sense of professionalism. This book is like having a personal mentor to guide new teachers through the demanding process of becoming educators. Experienced teachers will also find fresh insight that can transform effective instruction from instinctive to intentional."

— **Elisabeth H. Fuller, coordinator of grants, budget, and resources, Isle of Wight County Schools, Virginia**

"The First-Year Teacher's Survival Guide offers a true insight into handling the challenges of our profession. As a university supervisor with student teachers for over twelve years, I would make Julia Thompson's book mandatory reading for beginning teachers. Her approach to planning and classroom management is very relevant to today's students. This book will enable the new teacher to have a foundation for a stable, rewarding first year."

— **Pamela J. Edwards, supervisor, Teacher Education Services, Old Dominion University, Virginia**

"The First-Year Teacher's Survival Guide is a comprehensive guide filled with practical advice for new teachers. From detailing how to work effectively with students, colleagues, and parents to maintaining balance in personal life, this Guide covers virtually every concern and problem a new teacher may have. It even includes numerous helpful resources, such as online forums and education databases. *The First-Year Teacher's Survival Guide* can help new teachers not only survive, but flourish, setting the stage for a successful and rewarding career. It should be required reading for all new teachers."

— **Gary Muschla, author and former sixth-grade teacher, Appleby School, New Jersey**

"What an extraordinary book! With this one resource, Julia Thompson addresses the needs of all beginning teachers. Elementary, middle, and high school teachers—both new and experienced—can find beneficial information on every page. Not only are there tips on how to manage the 'science' of education—seating charts, lesson plans, daily routines—but also tips on how to master the 'art' of this profession with sections devoted to classroom management, motivation, professional expertise, and learning how to be part of a team of professionals. Beginning teachers need this valuable resource. Certainly, in my early years of teaching, I could have benefited immensely from having this book on my desk."

— **Pam Leigh, English teacher, Spotswood High School, Virginia**



Jossey-Bass Teacher

Jossey-Bass Teacher provides educators with practical knowledge and tools to create a positive and lifelong impact on student learning. We offer classroom-tested and research-based teaching resources for a variety of grade levels and subject areas. Whether you are an aspiring, new, or veteran teacher, we want to help you make every teaching day your best.

From ready-to-use classroom activities to the latest teaching framework, our value-packed books provide insightful, practical, and comprehensive materials on the topics that matter most to K–12 teachers. We hope to become your trusted source for the best ideas from the most experienced and respected experts in the field.



About the Author

Julia G. Thompson received her B.A. in English from Virginia Polytechnic Institute and State University in Blacksburg, Virginia. She has been a teacher in the public schools of Virginia, Arizona, and North Carolina for more than twenty-five years. Thompson has taught a variety of courses, including freshman composition at Virginia Tech, English in all of the secondary grades, mining, geography, reading, home economics, math, civics, Arizona history, physical education, special education, graduation equivalency preparation, and employment skills. Her students have been diverse in ethnicity as well as in age, ranging from seventh graders to adults.

Thompson currently teaches in Greenville, NC, and presents new teacher and classroom management workshops nationally and internationally. She also publishes a web site with tips for teachers (www.juliagthompson.com).



Acknowledgments

I am grateful to my editor, Marjorie McAneny, for her generous patience, kind encouragement, and perceptive insights during the preparation of this book.

Thank you to Patricia A. Bonner, Ph.D., for her useful suggestions concerning Internet resources available for first-year teachers.

Thank you to Erin Muschla for her astute observations regarding professional development for first-year teachers.

Thank you to Susan Kolwicz for her continuing interest and support.

Thank you to the faculty, staff, and students of Windsor High School in Isle of Wight County, Virginia, for their unconditional encouragement—something every teacher needs.

Special thanks to the following thoughtful teachers who offered their wise counsel because they can remember what it's like to be a first-year teacher:

Paige Adcock
Carolyn Marks Bickham
Dawn Carroll
Sandra Councill
Melinda Cummings
Edward Gardner
Charlene Herrala
William Leigh
Stephanie Mahoney
Deborah McManaway
Patty Muth

William N. Owen
Nancy Parker
Yann Pirrone
Carole Platt
Sabrina Richardson
Julie Savoy
Luann Scott
Marlene Stanton
Kay Stephenson
Sarah Walski

J.G.T.



About This Survival Guide

When *First-Year Teacher's Survival Kit* was published five years ago, the professional life of a first-year teacher was different in many ways from the life of a beginning teacher today. The national teacher shortage was just beginning; the Internet was not the easy-to-use educational resource it is now; and the No Child Left Behind Act had not yet affected most classroom teachers. For new teachers, professional development five years ago meant reading an occasional book about teaching.

Some things remain the same, however. If you are like other first-year teachers, you probably feel a mixture of exhilaration and uncertainty as you face each new school day. You know what you and your students are supposed to achieve, but you are not always sure how to proceed. Some days increase your confidence in your teaching skills, while others test your dedication.

Almost everyone begins a teaching career with the same emotions. Many veteran teachers also suffered through the tough days when they didn't know what to do and gloried in the days when they were able to engage every student in the magic of learning. The daily barrage of pressures on first-year teachers can be so exhausting and defeating that some eventually choose another career that is not as difficult nor as rewarding.

On the other hand, the first years of your teaching career can be immensely satisfying ones. Your students are intriguing and challenging. Every day is a new opportunity to make a difference in a child's life. Your first years as a teacher can be years of dynamic professional growth and personal fulfillment as you achieve your own dreams while helping your students achieve theirs.

Helping you enjoy success in the first years of your career is the goal of *The First-Year Teacher's Survival Guide*. The suggestions and strategies in these pages can help you develop into a skillful classroom teacher who remains enthusiastic about the possibilities in every student. For instance, in this resource you'll find

- ▶ Helpful ways to efficiently manage paperwork and other time robbers so that you can focus on teaching
- ▶ Guidance on translating your state's standards into interesting lessons that will engage all of your students
- ▶ Many motivational strategies designed to help you involve every student in purposeful learning activities
- ▶ Assistance in identifying your professional responsibilities and establishing personal priorities in order to accomplish them
- ▶ Tools for examining your current teaching skills and establishing achievable goals for your professional life
- ▶ Inspiration, insight, and practical advice from successful veteran teachers
- ▶ A wide variety of innovative and time-tested classroom management activities, strategies, and techniques to help you create a positive learning environment
- ▶ Confidence in your ability to find the satisfaction that a career in education can bring

This second edition reflects the changes of the last five years, providing information that today's beginning teachers need, including expanded and new material on

- ▶ How to collaborate with colleagues in discussion groups
- ▶ How to access information and resources about the No Child Left Behind Act
- ▶ How to share a classroom or teach in a mobile unit
- ▶ How to find teacher freebies and create classroom storage on a budget
- ▶ How to find information about creating a class Web page
- ▶ How to use technology to design and deliver innovative, appealing lessons
- ▶ How to use innovative strategies such as WebQuests, essential questions, and "I" messages in your class
- ▶ How to help students prepare for standardized tests
- ▶ How to help struggling readers
- ▶ How to reach students through educational games, toys, and learning centers
- ▶ How to use peer pressure to help students with self-discipline
- ▶ How to fulfill your legal responsibilities and protect yourself from lawsuits
- ▶ How to reach out to at-risk students
- ▶ How to help students whose first language is not English
- ▶ How to solve many behavior problems that all teachers face

The First-Year Teacher's Survival Guide was written to help K-12 teachers meet the challenges that each school day brings. In these pages, you will find the answers to the most common how-to questions that many first-year teachers have:

How can I develop into a successful professional?	Section 1
How can I fulfill the responsibilities inherent in my new profession?	Section 2
How can I develop successful professional relationships with my colleagues and with the families of my students?	Section 3
How can I organize my time, tasks, and classroom before school begins?	Section 4
How can I guarantee that my students and I will have a fantastic first day together?	Section 5
How can I develop a meaningful relationship with each of my students?	Section 6
How can I design lessons that will meet the needs of my students?	Section 7
How can I deliver instruction that will fully engage my students in learning?	Section 8
How can I evaluate my students' progress accurately and fairly?	Section 9
How can I motivate my students to succeed?	Section 10
How can I help my students develop the study skills they need to become independent learners?	Section 11
How can I use class time so that my students are on task from the start to the finish of class?	Section 12
How can I help students who struggle with reading?	Section 13
How can I prevent discipline problems from disrupting the positive learning environment that I want to establish?	Section 14
How can I successfully manage discipline problems once they occur?	Section 15
How can I meet the needs of each child in my diverse classroom?	Section 16
What are the common problems that can happen in any classroom, and how do I cope with them?	Section 17

The First-Year Teacher's Survival Guide is meant to be a working resource, full of classroom-tested knowledge for you. What is the most effective way to use this book? The answers to this question are as varied as the teachers who use it.

- ✓ Browse through this guide section by section, gathering ideas to enrich your classes and strengthen your teaching skills. This method allows you to pick and choose from the practical advice and activities you'll find included here.
- ✓ When you have become familiar with the format and contents, use this book as a desktop resource. You can use the table of contents or the index to quickly look up solutions to specific problems that are of immediate concern.
- ✓ Work through a section at a time, learning, applying, practicing, and adapting the information as you go. While you can't learn how to be an excellent teacher all at once, you can benefit from this systematic approach.
- ✓ When you have had a discouraging day, look over the practical advice from experienced educators, who offer strategies and insights to help you keep your troubles in perspective and solve the day's problems.

However you choose to use this book, it was designed to be an interactive experience. Use a pencil to fill in the assessments, set your goals, and scribble notes as you read each section.

Highlight. Underline. Dog-ear the pages. Place bookmarks in the sections that appeal to you. As you go through the process of learning the intricacies of your new profession, refer to this book when you need assistance with the daily problems that can rob even the most stalwart educator of confidence.

The ultimate goal of the information in these pages is to help you become the self-assured and knowledgeable educator that you dreamed of being when you chose your new career. From the first day of school to the last day, you can be one of the greatest assets that our nation can have—an effective teacher.

With patience and practice, you can realize your professional dreams. Millions of others have done it; you can, too. Your first years as a teacher can set you squarely on the path to achieving the satisfaction that only a career in education can bring.

Best wishes for a gratifying and enjoyable first year!

Greenville, North Carolina
May 2007

Julia G. Thompson

For more information on how you can have a successful first year,
visit www.juliagthompson.com.

Do you want to use *The First-Year Teacher's Survival Guide* to train your new teachers?
A free staff development study guide is available at
www.josseybass.com/go/First-YearTeacher.



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