



# A Quick Guide for Floating Teachers

How to make the best of being a  
traveling teacher



# Establish Relationships

- Introduce yourself to each the teachers whose rooms you will be using.
- Discuss their classroom rules and expectations.
- *BE FRIENDLY!!!*



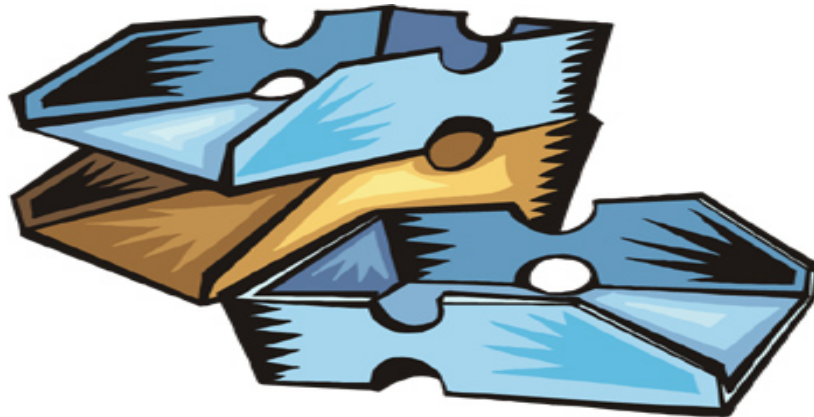
# Keys!

- Ask for a copy of all the keys to each of the rooms you will be using.
- If need be, ask for an elevator key.
- Label your keys so that you know which key goes to which room.



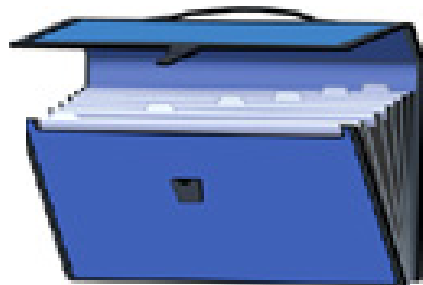
# Claim Your Space

- As hard as it may be, ask for a place to call your own in each of the rooms that you use.
- Use this space to store materials or as a place for students to hand in homework or pick up graded work.



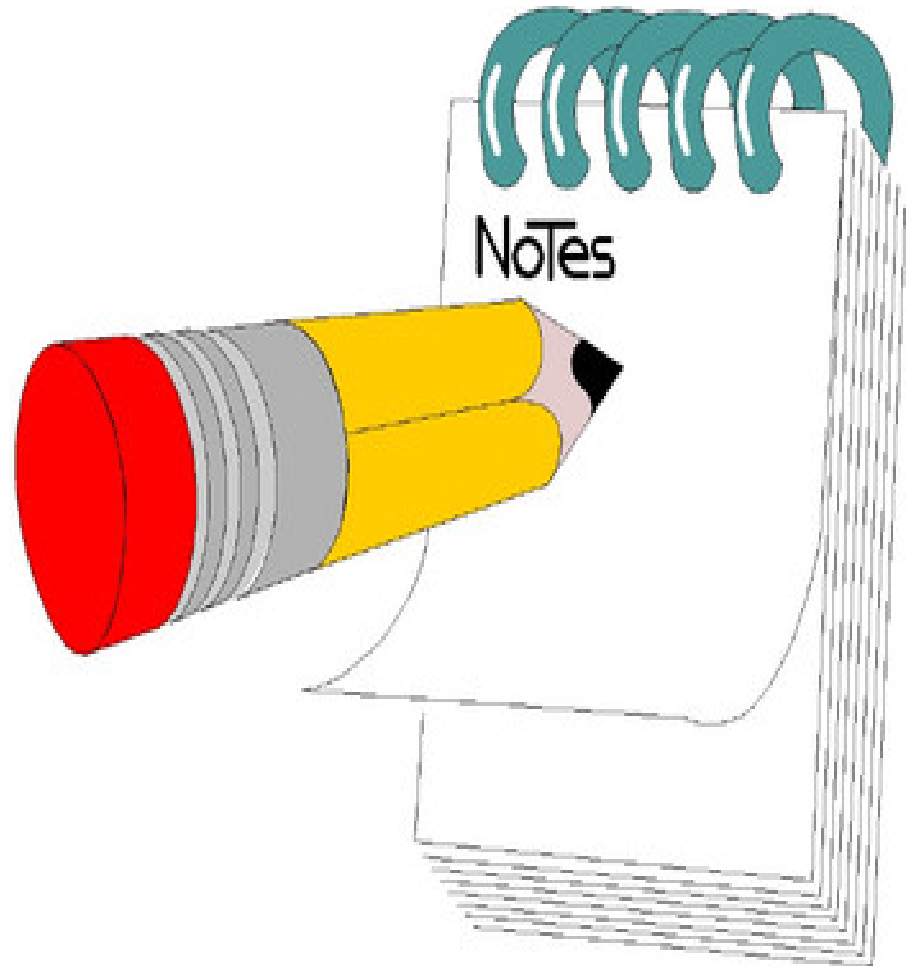
# Organization

- Get yourself organized, use expandable files to sort and separate any handouts, collected work and graded work.
- Color coding classes also may help you.
- Carry a folder with you that contains any necessary forms, such as; guidance referrals, office referrals, detentions slips, nurse passes, and even post-it notes, you never know when you may need them.



# Outcomes

- Write out the daily outcomes for each class on a post-it note, at the start of each day.
- Assign the task of writing the outcomes on the board to a student in the class.
- You can also add to the daily post-it, dates for upcoming quizzes, tests, and any other important items.



# Materials

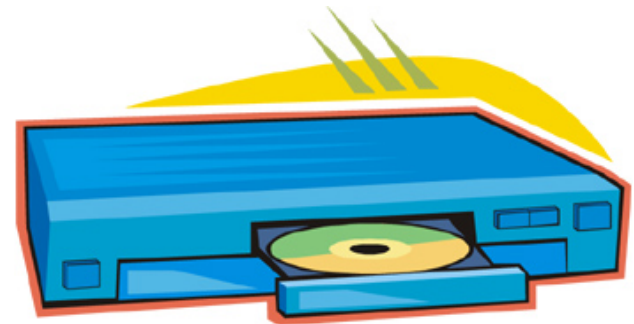
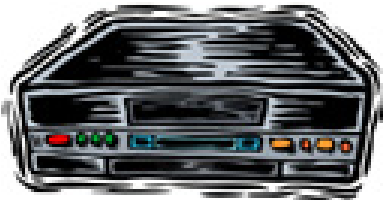


- Run through your activities for the day and make a checklist of the materials you will need, such as; markers, glue, scissors, construction paper, poster paper, etc.
- If at all possible gather materials ahead of time and drop them off in the Classroom, so that they are there when you need them.



# Equipment Inventory

- Be sure to know what types of audio-visual equipment are available for your use in each room.
- If you need any additional equipment be sure to request it before you need to use it, see your media specialist.



# Lighten Your Load

- Stop by your “home” as often as you can to drop off any unneeded materials.



# After-School

- With the territory of teaching, detentions are a necessary tool in behavior management, as soon as possible decide on a consistent place to hold detentions, after-school review sessions or for administering make-up assessments. Tell your students where this is and be sure to be there when you



# RESPECT

- It's a good idea to let your kids know you are a floating teacher. Engrain in them that the room they are in is not yours and that they need to respect not only your rules but regular teacher in that room, rules as well.

