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Nota di contenuto	Cover; Jossey-Bass Teacher; Title page; Copyright page; Contents at a Glance; Contents; DVD Contents; About the Author; Acknowledgments; About This Survival Guide; PART I: Assume Your Professional Responsibilities; SECTION ONE: Know What It Means to Be a Twenty-First-Century Educator; The Challenges of Our Changing Profession; You Can Manage Your Professional Challenges Successfully; Professionalism: The Powerful Force Underlying Everything We Do; Your Professional Responsibilities; Professional Responsibility One: Create a Culture of High Performance Professional Responsibility Two: Use Action Research to Inform Classroom Decisions Professional Responsibility Three: Become a Highly Qualified and Highly Effective Teacher; Developing a Reflective Practice; Learning from Role Models and Mentors; Tips for Finding Appropriate Role Models; Tips for Working Well with Mentors; Seeking Feedback on Your Professional Performance; Using the Evaluation Process to Improve Your Teaching Skills; How to Prepare for an Observation; Turning Criticism Into a Positive Experience; The Impact of Value-Added

## Assessments on the Evaluation Process

What to Do If Your Evaluation Is Poor  
Maintaining Sustained Professional Growth; Set and Work to Achieve Professional Goals; Attend Conferences; Learn Through Reading Professional Journals; Investigate the National Board for Professional Teaching Standards; Join Professional Organizations; Create a Professional Portfolio; Learning to Manage Your Stress; Best Practices Checklist; SECTION TWO: Develop the Practical Skills You'll Need to Manage a Classroom; Arrange Your Own Work Area; Your Desk Area; Supplies You Will Need; Organizing Your Paper File Storage

The Dos and Don'ts of Your School Computer  
Become an Efficient Teacher; How to Prioritize Tasks; How to Maximize Your Time While You Are at School; General Tips for Managing School Papers; Documents You Need to Manage; What to Keep and What to Discard; How to Organize and Manage Student Information; How to Grade Papers Quickly; Suggestions for Grading in General; Suggestions for Grading Longer Assignments, Essays, and Projects; Suggestions for Grading Quizzes and Tests; Tips for Managing Electronic Files; Tips for Managing E-Mail; How to Maintain Your Class Web Page; How to Save Paper

Optimize Your Use of the Photocopier  
Prepare Your Classroom for Students; Checklist for the Start of School; Making Your Classroom Inviting on a Budget; Traffic Flow Considerations; Various Types of Seating Arrangements; How to Protect School Resources; How to Request Repairs; Classroom Safety Issues; Fire, Disaster, and Intruder Drills; Health Concerns; Best Practices Checklist; SECTION THREE: Collaborate with Others in Your School and Community; Your School Community: A Network of Teams; Communities of Practice; Where Do You Fit in as a New Teacher?

Building Trust: The Importance of a Reputation for Integrity

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### Sommario/riassunto

"Thoroughly revised edition of the bestselling resource for new teachers  
This award-winning book gives beginning educators everything they need to survive and thrive in the classroom. The third edition covers new material including working as a part of a professional learning community (PLC), teaching media literacy and social responsibility, incorporating Common Core State Standards, handling "homework push-back" from parents, changes in classroom technology, techniques for motivating students, seeking feedback, and much more. A fully revised edition of a trusted resource, offering solutions to challenges and typical scenarios encountered by new teachers  
Bonus CD features downloadable versions of the book's checklists, forms, worksheets, and self-assessments  
Includes Discussion Questions and a handy training guide for Professional Development providers  
This popular resource offers teachers an essential guide for knowing what to expect when they begin their career and ideas for solving classroom problems"--

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