# PREPARATION IN TEACHING

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INTRO. II Timothy 2:15 “ Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”

Key words for teachers:

1. STUDY (to learn, to think, to know) unto GOD not for self pride.
2. WORKMAN (a person in action; doing) unto GOD; an example to others.
3. TRUTH (curriculum given by GOD) to be taught diligently.

SUMMER is a great time to prepare….

1. Close up all grades and make sure permanent files are complete.
2. Summer is great for getting rid of clutter. Throw out all clutter no longer needed. (Don’t listen to your head when you hear, “I may use this someday.”)
3. Definitely store materials that you know you will use again. (When in doubt; throw it out!)
4. Take time off for a vacation without thinking of teaching. REST and RECHARGE.
5. Vacation is a great time to renew your passion to teach.
6. Reflect on the good things, successes of the year. Later you can reflect on failures and work on solutions.
7. During vacation prepare your heart and renew your spirit. Maintain a prayer list throughout the summer months.
8. Read books! Leaders are readers: read for pleasure, learning, inspiration.
9. Be aware of new tools for teaching. Learn how to use a tool that will help your class, help you personally, or benefit your classroom. Remember it is always a wise investment if it makes life easier.
10. Review areas you want to improve next year. These may be personal improvements, classroom improvements, or student-related improvements, as well as spiritual areas in your life.
11. Summer is the time to get acquainted with new editions, new procedures, or new class changes.
12. Keep your eyes open for new ideas regarding teaching or curriculum.
13. Think and prepare for opening week. Make it spectacular! Remember introductions are always important and leave a lasting impression.
14. Remember to stay in touch with your ‘pal’, the principal and administration. Don’t become a ghost during the summer.
15. Lastly, use your summer time wisely. Recharge but don’t become lazy. Summer will pass so make the most of your time. ENJOY!

CLASSROOM PREPARATIONS…

1. Many teachers do not realize the importance of CHANGE.
2. Change your room monthly.
3. Use desk name tags and change them monthly,
4. Move student desks monthly…configure desks differently…think outside the box.
5. Plan each month around a theme for decorations (a season: fall, winter, etc.) ; (a place: sea, outer space, jungle) (a destination: London, England;

Uganda, Africa; Paris, France).

1. Surprise your students occasionally by changing class routines. (You can have math before reading!) Don’t get addicted to your curriculum manual.
2. Maintain an organized room; do not become a hoarder! (Less is best in many areas of life)
3. Maintain a classroom area for students who finish early with assignments, such as, a table with reading materials, worksheets, puzzles, art supplies, etc.
4. Never allow students to sit without working. Make your classroom a learning center not a boredom center.
5. Remember, an attractive classroom proves you are engaged and excited about learning. Yes, it takes time but will be well worth it in motivating your students to learn.

PREPARATION IN CURRICULUM…

1. Study any new curriculum textbooks thoroughly and review all textbooks before class begins. Think of projects that can be incorporated into the curriculum.
2. Test and quiz often in the classroom. Keep students accountable to learning continually.
3. Know the scope and sequence of each subject you will be teaching.
4. Continually study and learn looking for new ideas for your classroom curriculum.
5. Keep your grade book always available. I recommend a hard copy and computer copy as well.
6. Do not allow students to grade their own work or students grade each other’s work. It may save you time but it wastes their time…a teacher learns a lot from grading papers!
7. Know and understand the taxonomy scale: knowledge, comprehension, application, analysis, synthesis, and evaluation. Use it in teaching and testing your students.
8. Use lesson plans for short and long term goals. Make it a rule not to go home Friday without your lesson plans ready for the next week.
9. Prepare copies of tests, quizzes, worksheets, and handouts the night before they are needed.
10. A prepared, organized classroom is a controlled, busy classroom.