

Teacher Checklist

A complete daily and weekly checklist of essential routines and tasks for teachers.

Morning preparation

- Arrive early and unlock, light and ready the classroom.
- Write the day's agenda, objective and homework on the board.
- Set out materials and handouts for the first lessons.
- Power on and test the computer, projector and any devices.
- Review your lesson plans and prepare an opening activity.
- Check email and the day's schedule for changes or meetings.
- Greet students at the door as they arrive.

During the school day

- Take attendance and follow up on absences as required.
- Deliver lessons and check for understanding as you teach.
- Manage transitions between activities and classes smoothly.
- Circulate the room to support students and keep focus.
- Record any behavior, participation or incident notes.
- Collect or assign work and note who needs follow-up.
- Stay hydrated and use prep periods intentionally.

Grading and feedback

- Set aside a fixed time block for grading each day.
- Grade one assignment type at a time using a rubric.
Rubrics speed feedback and keep marking consistent.
- Enter scores into the gradebook promptly.
- Return assignments to students in a timely way.
- Flag students who are falling behind for extra support.
- Write brief, specific feedback that guides improvement.

Communication

- Respond to parent and student messages within a day.
- Send a positive note or call home when warranted.
- Update the class website, app or newsletter.
- Check the staff bulletin and reply to colleague emails.
- Document significant parent contacts for your records.
- Confirm any meetings, conferences or duty assignments.

End-of-day reset

- Have students tidy desks and the shared spaces.
- Reset the room layout and restock supplies for tomorrow.
- Clear and organize your desk and grading inbox.
- Prep materials and copies for the next day's lessons.
- Note anything unfinished to carry into tomorrow.

- Power down equipment and secure the classroom.

Weekly planning and review

- Plan next week's lessons against your units and standards.
- Prepare and copy materials for the week ahead.
- Update your gradebook and follow up on missing work.
- Deep-clean and restock the classroom for the new week.
- Review what worked and adjust upcoming plans.
- Schedule any meetings, observations or appointments.