



New Teacher Checklist

Legal, Financial, Classroom, and Protection Essentials

Use this list to prioritize what matters first when you start a new teaching job. For step-by-step instructions, read the [New Teacher Checklist blog](#) on Insurance Canopy.

1. Legal & Onboarding Basics

- Turn in HR paperwork (ID, tax forms, and direct deposit)
- Double-check your contract (look at pay schedule, salary placement, duties, and prep time)
- Complete required trainings (like mandated reporting, privacy, and safety)
- Bookmark your district or school handbook
- If you're a long-term sub, confirm which policies and benefits apply to you

2. Money & Benefits Essentials (How to Not Miss Free Money)

- Confirm when your first paycheck hits
- Enroll in benefits before the deadline
- Review retirement plan options and any employer match
- Learn what classroom purchases can be reimbursed
- Start a simple receipt-tracking system

3. Classroom Setup

- Arrange seating so you can see everyone
- Set up attendance and grading systems
- Gather core supplies (create a minimum classroom supplies list)
- Decide your daily routines (arrival, dismissal, and transitions)
- Set up one clear parent communication method
- Know where the critical materials live (create a binder for passes and forms)

4. Safety & Documentation

- Know your supervision expectations (hallways, recess, dismissal)
- Review emergency procedures and drill maps
- Set clear behavior expectations from day one
- Understand device and classroom tech rules
- Know your reporting chain
- Create a system for documenting incidents and parent communication

5. Protect Yourself, Too

- Confirm what your school's insurance does and doesn't cover
- Decide if you want [personal teacher liability coverage](#)
- If you tutor or coach independently, check if you need separate coverage