



Top Ten Tips for New Teachers from PVFT

#1 – Rely on your COLLEAGUES for support and guidance. Do not hesitate to ask your department or grade level colleagues for advice and assistance. Turn to your PVFT Site Rep or an officer with questions. If you are struggling in any way, **turn to your colleagues FIRST for support.**

#2 - Take the evaluation process seriously. Build a working relationship with your evaluator. Work with your evaluator to arrange observations of **your strongest classes** and avoid visits to your most difficult classes. As per our contract, you must be given five days notice before a formal evaluation. The evaluation process is your opportunity to show your strengths and value to the district and work towards a permanent position.

#3 – Build strong relationships with the FAMILIES of your students. Call all families early in the school year. Contact parents about your students' strengths and examples of growth or improvement. Communicate with parents/guardians **early** when there is a concern. **Continue communication with the family** if the concern continues.

#4 – CLEAR YOUR CREDENTIAL, if you have not done so already. When asked to join committees, take on sponsorship of clubs, etc., do not immediately say yes. Prioritize doing what you need to do to be successful in the classroom and to clear your credential.

#5 - Keep track of your paycheck and ensure you are getting the correct compensation: It is critical that you know you are being paid correctly. Know your correct STEP and COLUMN, what stipends you may be receiving, and any additional supplemental work you are performing.

#6 - Sign up for Direct Deposit if you have not already done so. You have the option to receive your salary paid out in 11 or 12 months. By October confirm that all sick leave accrued in a previous district has transferred over to PVUSD.

#7 - Additional Coursework to move on the salary schedule must be completed by September 1, and submitted by October 1st to count for that calendar year: courses required for your clear credential, a MASTERS DEGREE, Continuing Education Units (CEUs), etc.

#8 Use your non-work email for union business. When communicating with your site reps or the PVFT, use your non-work email to ensure your discussions are kept private. **Check your non-work email** routinely to keep up to date with union updates and information such as our member socials!

#9 - When communicating with a District department (Payroll, Benefits, Human Resources) USE EMAIL. This is much more efficient than using the phone and creates a record of your communications. Do NOT use the phone. If turning in any paperwork get a time stamped copy for your own records

#10 - Know your PVFT Site Rep and call upon them with questions and concerns.
Updated 8/22/23