

Quickstart guide: Teacher development, weekly focuses



How to use this guide

- Focus on one skill each week
- Practice the skill daily
- Ask for support when needed
- Build on previous weeks' skills



Each Friday on MirrorTalk.ai

- Go to personal space
- Answer the question “Tell me what you are thinking about?” with the **What teachers are doing** statement
- Share reflection
- Meet with your coach for urgent support



Quick reference calendar

Phase 1: Essential classroom management
Weeks 1-6: Getting the basics right

	FOCUS	WHAT TEACHERS ARE DOING
1	Student names & entry	Learning and using five student names per day and establishing an entry routine
2	Getting attention	Using one consistent attention signal that all students recognize
3	Basic behavior	Practicing one clear way to respond when students are off-task
4	Classroom rules	Introducing and consistently enforcing two basic rules
5	Transitions	Practicing one method for students to move between activities
6	Instructions	Giving simple, one-step directions for tasks

Phase 2: Daily operations
Weeks 7-12: Managing your day

	FOCUS	WHAT TEACHERS ARE DOING
1	Morning routine	Establishing a simple routine for starting each class period
2	Organization	Setting up and maintaining one area for classroom materials
3	Attendance	Creating a simple system for daily attendance
4	Materials	Practicing one method for distributing and collecting materials
5	Student movement	Establishing basic procedures for bathroom breaks and water
6	Noise levels	Using one signal to indicate acceptable noise levels

Phase 3: Basic teaching tasks
Weeks 13-18: Starting to teach

	FOCUS	WHAT TEACHERS ARE DOING
1	Board use	Maintaining a clear space for the daily schedule and key information
2	Teacher manual	Locating and using one key resource from teaching materials each day
3	Lesson structure	Using a basic beginning, middle, and end lesson format
4	Understanding	Practicing one method to check if students understand
5	Monitoring work	Walking a simple route to check on student work
6	Time management	Using a timer to keep one activity on schedule

Phase 4: Curriculum basics
Weeks 19-24: Using your materials

	FOCUS	WHAT TEACHERS ARE DOING
1	Resources	Organizing curriculum materials in one accessible location
2	Planning	Identifying the main topics to teach each week
3	Textbooks	Selecting and using one textbook activity each day
4	Practice work	Assigning one independent practice activity per lesson
5	Homework	Establishing one clear method for assigning and collecting homework
6	Extra activities	Keeping one simple activity ready for early finishers

Phase 5: Assessment foundations
Weeks 25-30: Checking progress

	FOCUS	WHAT TEACHERS ARE DOING
1	Grading	Creating a basic system to record daily work
2	Papers	Establishing one system for organizing student work
3	Tests	Practicing giving one pre-made quiz or test
4	Grade book	Using a simple grade book correctly
5	Progress	Identifying three key pieces of information about student progress
6	Reports	Gathering necessary information for progress reports

Phase 6: School systems
Weeks 31-36: Meeting requirements

	FOCUS	WHAT TEACHERS ARE DOING
1	Documentation	Maintaining one folder for important paperwork
2	Parent contact	Making one positive phone call home each week
3	Team meetings	Bringing required materials to one team meeting
4	Forms	Completing required weekly documentation
5	Year-end	Creating a simple checklist of year-end requirements
6	Next year	Identifying three priorities for next year's preparation



Success tips



For teachers

- Post your current week's focus somewhere visible
- Practice new skills during your strongest class periods
- Keep notes on what works
- Ask for help before you feel overwhelmed
- Celebrate small wins
- Remember: one step at a time



For administrators

- Check in weekly on the current focus
- Model the skill being learned
- Provide specific, immediate feedback
- Adjust pacing when needed
- Review and reinforce previous skills
- Celebrate progress



Remember

- Every teacher starts somewhere. Focus on progress, not perfection.