

# Montessori teacher onboarding checklist

Guide: \_\_\_\_\_ Start date: \_\_\_\_\_ Mentor: \_\_\_\_\_

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## Before day one

- ☐ Badge, keys, parking, emergency contacts
- ☐ Schedule, ratios, and who covers breaks
- ☐ Album and shelf tour with the lead or mentor
- ☐ Login for whatever system holds observations and attendance

## Week one

- ☐ Observe a full work cycle before presenting
- ☐ Meet each child with the lead (names, allergies, pickup)
- ☐ Where observations are written and who reads them
- ☐ How Presented / Working / Mastered is recorded here
- ☐ Who talks to families and how (door, message, conference)

## First 30 days

- ☐ Mentor walkthrough date
- ☐ First family communication they will send or join
- ☐ Fire / lockdown / playground rules
- ☐ When they own a presentation independently