

CLASSROOM MANAGEMENT CHECKLIST

Reflect on your classroom environment by completing the following checklist.

First, complete the “already in place” column. After we have finished this workshop presentation, we will revisit this checklist and mark what you now feel needs adjusting.

Room Arrangement

| Question | Already in place | Needs adjustment | Obstacles |
|--|------------------|------------------|-----------|
| Does your classroom have an area for large group instruction? | | | |
| Does your classroom have an area for small group instruction? | | | |
| Does your classroom have areas for independent work? | | | |
| Does your classroom have a library? | | | |
| Does your classroom flow well? | | | |
| Does your classroom have an area for material storage? | | | |
| Do you have extra clutter or furniture that is not needed in your classroom? | | | |

Time Management

| Question | Already in Place | Needs Adjustment | Obstacles |
|---|------------------|------------------|-----------|
| Do you have a daily schedule? | | | |
| Do you have an uninterrupted reading block in your daily schedule? | | | |
| Do you minimize non-instructional activities? | | | |
| Do you have a time specifically for small group instruction? | | | |
| Do you have a time specifically for large group instruction? | | | |
| Do you plan a variety of activities? | | | |
| Do you collaborate with other professionals? (Academic Coach, RMT, Title I teacher, Special Education teacher or other grade level teachers) | | | |

Rules and Procedures

| Question | Already in Place | Needs Adjustment | Obstacles |
|---|------------------|------------------|-----------|
| Do you have a small number of rules? | | | |
| Do you have your classroom rules posted in a positive manner? | | | |
| Do you have procedures in place for daily activities? | | | |
| Do you explicitly teach your procedures? | | | |

Transitions

| Question | Already in Place | Needs Adjustment | Obstacles |
|---|------------------|------------------|-----------|
| Do you have quick and quiet transitions in place in your classroom? | | | |
| Do you have a procedure to signal for transitions? | | | |

Small Flexible Groups and Workstations

| Question | Already in Place | Needs Adjustment | Obstacles |
|---|------------------|------------------|-----------|
| Do you currently use workstations in your classroom? | | | |
| Do you have a management chart for your workstations? | | | |
| Do you plan workstations for practice of previously taught concepts and skills? | | | |
| Do you explicitly model your stations for effectiveness? | | | |