

New Teacher Lesson Plan Guide:

Purpose:

To guide new teachers in effectively seeking assistance with lesson planning to ensure high-quality instruction and alignment with curriculum standards.

Scope:

This SOP applies to all new teachers during their first academic year or as designated by school leadership.

1. Preparation Before Requesting Help

- **1.1 Review Curriculum:**

Familiarize yourself with the school's curriculum guide, pacing chart, and subject standards. The Florida Standard Blue Book would be a great place to start. Pick one or two standards per week to teach, review and test on. These standards should be given in the pacing guide but if not, make sure the curriculum for the week lines up with the standards you are trying to teach.

- **1.2 Draft Initial Plan:**

Create a rough draft or outline of your lesson plan, even if incomplete. Include:

- Learning objectives
- Standards addressed
- Proposed activities
- Assessment ideas (formative/summative)- give them a Quizizz Mastery Peak, Blooket, GimKit, or Kahoot! weekly for informal assessments. A small 5 question quiz per week on the two standards. This will all lead up to an end-of-unit exam.

- **1.3 Identify Specific Challenges:**

Clearly define the areas where you need help (e.g., differentiation, resources, assessments). It could be all of it- it's ok, we all start somewhere.

2. Requesting Help

- **2.1 Contact the Right Person:**

Reach out to your assigned mentor teacher, department head, or instructional coach.

- **2.2 Use the Correct Format:**

Send an email or complete a support request form (if applicable). Include:

- Grade/subject
- Specific topic/unit
- Your draft/outline
- The specific questions or help needed
- Preferred meeting times or deadlines

- **2.3 Give Adequate Notice:**
Request help at least 3–5 days before the lesson is to be delivered to allow time for review and feedback.
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3. Collaboration and Feedback

- **3.1 Attend Scheduled Meetings:**
Be on time and come prepared with your draft and questions.
 - **3.2 Take Notes and Revise:**
Document feedback and revise your plan accordingly. Submit the updated version for final review if requested.
 - **3.3 Save and Organize:**
Store lesson plans in your designated digital drive or platform (e.g., Google Drive, Canvas) for future reference.
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4. Follow-Up

- **4.1 Reflect:**
After the lesson, reflect on what worked and what didn't. Use a simple form or journal.
 - **4.2 Share Outcomes:**
Discuss results and student responses with your mentor during check-ins.
 - **4.3 Ask for Additional Support if Needed:**
Don't hesitate to request a follow-up if further clarification or support is needed.
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5. Additional Resources

- School's curriculum maps and pacing guides
- Lesson plan templates (provided by the CRT)
- Model/unit plans from previous years (should be saved in the google drive)
- Peer teacher shared drives (look at our co-teachers (be it content team or grade level team) templates and lesson processes)
- Online repositories (e.g., Teachers Pay Teachers, CommonLit, NewsELA, Quill.org, Epic, CPALMS, etc.)