



Keys to Math Success: Teacher 2 Checklist

Getting the Class Ready

- ☐ Stand during the session, just like Teacher 1.
- ☐ Turn off or on the lights when needed.
- ☐ Set up the projector and PowerPoint **every time before** it's time to use it.
- ☐ Turn off the projector and lights **each time after** the slide is done.
- ☐ Wipe the board quickly when needed.

Helping the Students

- ☐ Write down all student names.
- ☐ Watch who is taking part in class and who isn't.
- ☐ Talk to quiet students privately and **kindly encourage** them to join in more.
- ☐ Make sure no one is sleeping, playing with phones, or putting bags on desks.

Checking Books During Break

- ☐ Ask students to leave their books on your desk during break.
- ☐ Put tick marks on their work quickly.
- ☐ Mark numbers that are written badly and give short advice or kind notes.
- ☐ **Add stars or stickers** when they try hard or do well.

Helping Teacher 1

- ☐ Watch Teacher 1 closely to keep the method correct.
- ☐ If something seems off, quietly let Teacher 1 know.
- ☐ **Keep track of time** and help Teacher 1 move on if needed.
- ☐ Remind Teacher 1 if time is being wasted.
- ☐ Let the company know how Teacher 1 is doing.

Supporting Students During Class

- ☐ If a student is lost, quietly explain again or give a small example.
- ☐ Help count students' speed-writing if needed.
- ☐ Make sure everyone is following class rules.

- ☐ After break, help students settle down quickly.
- ☐ If someone still doesn't understand after class, offer to teach it again **another day**.

Handling Student Needs

- ☐ **Give permission** for bathroom breaks, pens, calculators, etc.
- ☐ Keep class moving so Teacher 1 is not interrupted.
- ☐ Bring water to students or Teacher 1 if needed.
- ☐ Give out worksheets or handouts when needed.

Cheering Up and Motivating

- ☐ Help students understand why they got a question wrong.
- ☐ Start claps or give small praise when students do something well—without stopping the class.
- ☐ Keep the class environment happy, kind, and focused.

Keeping Things Clean and Tidy

- ☐ Make sure desks are wiped and the **classroom is neat** during breaks.

Stepping In (If Needed)

- [] If many students are confused, help explain—but do it kindly and respectfully.
- [] **Never** make Teacher 1 feel bad when helping out.

