Schools should aim for at least 1 activity each month that is geared towards teacher recruitment and retention. Often, activities can be multipurpose, both recruiting and retaining teachers.

| **Month / Date** | **Activity** | **Teacher Recruit.** | **Teacher Retention** | **Responsible Parties / Details** |
| --- | --- | --- | --- | --- |
| Weekly or Monthly | Social Media post for recruitment | X | X | * 1st Thursday of the month - why work in Catholic schools - Name * 2nd Thursday of the month - teacher testimonials - Name * 3rd - parent testimonial - Name * 4th - live from our classroom - Name * Post pictures of the ways you are celebrating your teachers throughout the year |
| Weekly | Announce Teacher Birthdays |  | X | * Announce teacher birthdays during morning announcements - principal * Allow the teacher a dress down day - principal * Place a birthday card in the teachers’ lounge - staff |
| October | Chair Massage (Conferences) |  | x | * Hire or ask a local massage therapist to come in and offer teachers a free 5 minute chair massage; teachers sign up ahead of time; therapist can use to promote their business |
| January | NCSW - Vocations |  | X | * Allow teachers a dress down day - principal * Bring them their favorite Sonic drink - PTO |
| February 2  (or combine with NCSW) | Open House Event for Current Teachers and Prospects | X | X | * Put item in the parish bulletin - Name * Ask pastor to make an announcement at Mass - Name * Post on social media and the school website - Name * Ask the Office of Catholic Schools to share out with applicants - Name * Setup of library - Name * Purchase snacks - Name * Prepare presentation- Name * Teachers to give testimonials - Name |
| March | Thank You | X |  | * Thank you note/email/letter to prospects that joined for the open house - Name |
| April | PD Day Break |  | X | * During a PD day, take teachers out to lunch * Give teachers the morning or afternoon during a scheduled PD day to work in their classroom |
| May | Teacher Appreciation Wk |  |  | * Decorate teacher doors - PTO * Bring a flower and/or thank you note to your homeroom teacher - students and parents |

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