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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