

# How To Get A Raise

1. Do your job and do it with consistent excellence. Find out what your manager regards as good job performance and what is important to him/her.
2. Act the part. Dress and act professional at all times. Your attire needs to be appropriate to the environment. Consider clean lines, appropriate footwear and clothing that makes you feel comfortable but also communicates who you want to be. Colleagues, customers, managers and peers will pick up what you communicate about yourself in the way you dress and behave.
3. Be valuable to the center by going above and beyond. Good attendance, punctuality and great job performance and following policies are great. This is how you earn your paycheck. If you want more, you gotta do more. Do more than show up. Take risks and step outside your job role. Take some of the load off of your boss.
4. Run your classroom as though it were your own business. Educate yourself on how to properly run a business. This includes learning about streamlining expenses while still providing excellent “product,” providing great customer service, and being at the leading edge of your industry. Learn all you can about child development – especially as it pertains to the age group you teach - and soon you will instinctively know how to meet each child at their individual level of need. And if you come across a good idea or information you think another teacher might find useful, pass it along. Contributing to the success of others always pays off in the long run. Make sure the parents see the fruits of your labor toward their children’s behavior and education in their children at home, too. You’re not a babysitter! You’re a teacher.
5. Be flexible. Be a “yes” person. Be low-maintenance. Don’t constantly complain.
6. Be a problem solver, not a problem finder. Find solutions. Don’t go to your boss every time you have a problem. The more problems you can solve independently, the more responsible and valuable you will look. It will impress your boss if you go to them with a tricky issue and then suggest ways to resolve it. Always try to offer solutions; this will give your reputation a boost.
7. Get more than the required number of hours of training each year and bring back at least three new ideas to incorporate into your classroom after each training opportunity. Make training hours count so they actually advance your career!
8. Make sure your actions are regarded as constructive, not just attention seeking. To be thought of as obnoxious and attention seeking is counterproductive to getting ahead.
9. Learn from your mistakes. We all make mistakes in the workplace. The best thing to do is to accept responsibility for your mistakes and learn from them. The worst thing to do is try to blame someone else or deny that the mistake was made. Mistakes can help you improve your performance and communication skills with your co-workers and supervisor. Your supervisor will be very impressed if they see you can bounce back from mistakes and keep improving.
10. Smile a lot, never gossip, never complain, and always get along with everyone. It is human nature for others to notice and favor this type of behavior because it is pleasant and out of the ordinary! To paraphrase the Bible, “What credit is it to you to love and be kind to those who love and are kind to you?” There’s not much challenge or opportunities for character building in that.

