



INSTRUCTIONS: This document serves as a guide for

Employee Name: _____

Type of assignment (circle: Reg Ed / SWD / LMC / H _____)

First day of work: ____/____/____

Site: _____ Start & End time: _____/_____

New Hire Greeter (per PAF): _____

Action

Pre-Arrival

1st Day of Work Confirmed _____

Location, time, where to park, how to

(HR)

PRINCIPAL

Welcome _____

Announce to staff _____

Daily Schedule _____

Add to Calendar - Check-ins _____

(Princ/AP/Coord)

BUI

Acquired substitute for Greeter _____

Equipment Checklist _____

Assignment and Student Information
(Add multiple student info if applicable.)

Bus Information _____

(Bldg Adm Asst)

Meet new hire "at door"

Overview of school, events calendar, etc.

Tour of building

Introduction to building staff

Good-to-know about building in general

Good-to-know about student(s)

Recess

Breaks

Lunch

End-of-Day routine

How to request time off & substitute

Daily Schedule

(New Hire Greeter)

PRINCIPAL / ASSISTANT PRINCIPAL / COORDINATOR

what other questions do they still have, do they f

Para Educator Onboarding Checklist

to assist with completing all onboarding steps.

(place picture here)

Health / Bilingual / Other:

Details

At DSC (by HR)

HR notifies Bldg AA (to acquire substitute)

o punch in, computer access, who to meet, etc., have been explained.

Send to Princ / AP / Coord: _____

PL / ASSISTANT PRINCIPAL / COORDINATOR

Email / Phone to confirm 1st day "where & when"

Morning announcement

Video welcome board (with picture is applicable)

Prepare new hire's daily schedule / keep with clipboard

End of 1st week check-in End of 1st month check-in

Hand off to Bldg Adm Assist: _____

BUILDING ADMINISTRATIVE ASSISTANT

Name: _____

Daily Schedule (should be in clipboard)

Fanny/Back-pack (work with School Nurse)

Mailbox Parking Pass (MHS)

Walkie-Talkie Internal building key(s)

Staff Info Sheet Safety Vest

Bin for recess clothing Other

SWD **NON-SWD (Reg Ed, LMI, etc.)**

Student's name Tchr's name (who you are supporting)

Student's photo Room #(s)

Student's grade level Grade Level

Student's IEP at a glance Bus (map of bus order if available)

Student's homeroom teacher(s)

Student's Case Manager(s)

Student's bus # Student's bus times

Student's bus location

Hand off to NEW HIRE GREETER: _____

NEW HIRE GREETER

Front door / 4-Corners (MHS) / etc.

<input type="checkbox"/> Move to quiet location or 'walk & talk' to share this information
<input type="checkbox"/> Main hallways & classrooms <input type="checkbox"/> Break and lunch room, bathroom (adult) <input type="checkbox"/> Mail room <input type="checkbox"/> Time clock <input type="checkbox"/> Computer, printer, copier <input type="checkbox"/> Where to store personal items <input type="checkbox"/> Other
<input type="checkbox"/> Principal <input type="checkbox"/> Teachers who new hire will be working with <input type="checkbox"/> Para Educator staff <input type="checkbox"/> Health office staff <input type="checkbox"/> Building Administrative staff <input type="checkbox"/> Custodians <input type="checkbox"/> Other
<input type="checkbox"/> Dress code <input type="checkbox"/> Cell phone usage <input type="checkbox"/> Culture <input type="checkbox"/> Confidentiality <input type="checkbox"/> Social Media <input type="checkbox"/> Chain of command <input type="checkbox"/> Important points of contact <input type="checkbox"/> Communication tips for working with your staff of tchrs, co-paras, etc. <input type="checkbox"/> How to use Walkies <input type="checkbox"/> Daily Schedule (and how it will change frequently) <input type="checkbox"/> Other
<input type="checkbox"/> Behavior styles/concerns <input type="checkbox"/> Student bathrooms <input type="checkbox"/> Lunchroom, hallway and recess information
<input type="checkbox"/> Where to get ready <input type="checkbox"/> Rules of the playground (boundries, etc.)
<input type="checkbox"/> Reminder NOT to punch in/out (breaks are paid) <input type="checkbox"/> Where to take a break, what to do, etc.
<input type="checkbox"/> Reminder to punch out / in (30 min unpaid lunch) <input type="checkbox"/> Where to have lunch
<input type="checkbox"/> Helping teacher/students prepare <input type="checkbox"/> Moving out to bus loading area <input type="checkbox"/> After buses leave, then what...
<input type="checkbox"/> Given overview at DSC, but go over in detail <input type="checkbox"/> If caught-up, observe substitute doing new hire's position
<input type="checkbox"/> Return this form to Principal/AP/Coordinator for their files
OR: HR will send email with check-in meeting questions to ask new hiresuch as feel part of the team, etc.