INSTRUCTIONS: This document serves as a guide to assist with completing all onboarding steps.

Employee Name:____________________________________________

Type of assignment (circle:  Reg Ed / SWD / LMC / Health / Bilingual / Other: ________

First day of work:  _____ / _____ / _____

Site: ______  Start & End time: ________ / ______

New Hire Greeter (per PAF): ____________________________

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Arrival</td>
</tr>
<tr>
<td>1st Day of Work Confirmed</td>
</tr>
</tbody>
</table>

Location, time, where to park, how to

(HR )

PRINCIPA

Welcome

Announce to staff

Daily Schedule

Add to Calendar - Check-ins

(Princ/AP/Coord)

Bldg Adm Asst

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"
<table>
<thead>
<tr>
<th>Overview of school, events calendar, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tour of building</td>
</tr>
</tbody>
</table>

| Introduction to building staff            |

| Good-to-know about building in general    |

| Good-to-know about student(s)             |

| Recess                                   |

| Breaks                                   |

| Lunch                                    |

| End-of-Day routine                       |

**PRINCIPAL / ASSISTANT PRINCIPAL / COORDINATOR**

**New Hire Greeter**

PRINCIPAL / ASSISTANT PRINCIPAL / COORDINATOR: HR will send email with check-in meeting questions to ask new hires such as:

- what other questions do they still have?
- do they feel part of the team, etc.
# Para Educator Onboarding Checklist

To assist with completing all onboarding steps.
__________________________  (place picture here)

**Health / Bilingual / Other:**

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**Details**

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**At DSC (by HR)**

- HR notifies Bldg AA (to acquire substitute)

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**Type of assignment (circle):** Reg Ed / SWD / LMC / Health / Bilingual / Other:

**First day of work:**  _____ / _____ / _____

**Site:**  ______    **Start & End time:**  ________ / ________

**New Hire Greeter (per PAF):**

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**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**

<table>
<thead>
<tr>
<th>Student’s name</th>
<th>Tchr’s name (who you are supporting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s photo</td>
<td>Room #(s)</td>
</tr>
<tr>
<td>Student’s grade level</td>
<td>Grade Level</td>
</tr>
<tr>
<td>Student’s IEP at a glance</td>
<td>Bus (map of bus order if available)</td>
</tr>
<tr>
<td>Student’s homeroom teacher(s)</td>
<td>Student’s Case Manager(s)</td>
</tr>
</tbody>
</table>

**Non-SWD (Reg Ed, LMC, etc.)**

<table>
<thead>
<tr>
<th>Student’s bus #</th>
<th>Student’s bus times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s bus location</td>
<td></td>
</tr>
</tbody>
</table>

**Hand off to NEW HIRE GREETER:**

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**NEW HIRE GREETER**

- Front door / 4-Corners (MHS) / etc.
□ Move to quiet location or 'walk & talk' to share this information
□ Main hallways & classrooms
□ Break and lunch room, bathroom (adult)
□ Mail room
□ Time clock
□ Computer, printer, copier
□ Where to store personal items
□ Other

□ Principal
□ Teachers who new hire will be working with
□ Para Educator staff
□ Health office staff
□ Building Administrative staff
□ Custodians
□ Other

□ Dress code □ Cell phone usage □ Culture
□ Confidentiality □ Social Media
□ Chain of command
□ Important points of contact
□ Communication tips for working with your staff of tchrs, co-paras, etc.
□ How to use Walkies
□ Daily Schedule (and how it will change frequently)
□ Other

□ Behavior styles/concerns
□ Student bathrooms
□ Lunchroom, hallway and recess information

□ Where to get ready
□ Rules of the playground (boundaries, etc.)
□ Reminder NOT to punch in/out (breaks are paid)
□ Where to take a break, what to do, etc.
□ Reminder to punch out / in (30 min unpaid lunch)
□ Where to have lunch

□ Helping teacher/students prepare
□ Moving out to bus loading area
□ After buses leave, then what...

□ Given overview at DSC, but go over in detail
□ If caught-up, observe substitute doing new hire's position

□ Return this form to Principal/AP/Coordinator for their files

OR: HR will send email with check-in meeting questions to ask new hires such as feel part of the team, etc.