

**New Employees Orientation – August 2-3, 2021**

**Instructional Staff, Related Services and Outreach**

<b>Activity</b>	<b>Facilitator</b>	<b>Time</b>	<b>Location</b>
<b>Monday, August 2</b>			
Welcome and Introductions	Luanne	8:00	West Wing
HR – Employee Handbook Licensure	HR Department		
Elementary, Secondary, Student Life, Health Center, Outreach short presentation about their program.	Department Heads		
Security – Key Cards – Classroom keys	Security		
IT – Laptop and Desktop Information, email and access	Joe/Adam		
General Announcements			
Complete any paperwork needed from IT, HR and Security	Security		
Professional Development and Toolbox Training, 2 Required trainings, 3 Infnitec Complete required trainings as a group??	Ben	10:00	West Wing
Lunch		11:45-12:30	
Dismiss to their Departments			
Department Overview	Department Head	12:30	Department
Review Department Procedures (Checklist/Handbook)	Department Head		Department
New Employee Orientation Guide from HR	Department Head		Department
Staff Evaluation Procedures	Department Head		Department
IEP Procedures and WebKIDSS Training (End of the Day - Whomever needs it)	School Psychologist	2:00	
Technology overview (Assessments, IXL, Powerschool, Google Classroom)	Ben	3:00	
<b>Tuesday, August 3</b>			
CPI Full Training	CPI Trainers	August 3 8:00 – 4:00	West Wing