

Staff member: _____

Start Date: _____

New Business Office Staff Orientation

New employees will receive orientation to the HISD during the first 30 days of employment. New employees must alert the supervisor of any un-addressed topics at the end of the 30 days.

Topic	Responsible Party	Date Done or NA
Main Role – Job Description/Duties		
CPI Training (need to be trained within six months)	CPI Team Member	
Fieldtrip Guidelines	Handbook/Classroom Teacher	
Managing Classroom Behavior including Behavior Plans	Classroom Teacher	
Planning for Instruction	Classroom Teacher	
Review Job Description	Supervisor	
District Policies and Procedures		
Business Office Policy/Procedures Document – Federal Policies	Supervisor	
Calendar - review copies from HISD-wide and relevant program(s)	Supervisor	
Confidentiality Policy (shared and discussed)	Supervisor	
Copy Machine and Codes and Scanner	Business Office (Stacy Rick)	
Dress Code	Supervisor	
Email Access and Policies	Tech Department	
Emergency Response Procedures	Supervisor	
Entering and Locking Building/Setting Alarm	Business Office (Stacy Rick)	
Mailboxes – check daily, how to send mail	Business Office (Stacy Rick)	
Phone Use – how to access voicemail, leave messages	Tech Department	
Profile of Service – share with staff	Supervisor	
Receive Key FOB and Identification Badge/Photo ID	Tech Department	
Recycling and Shredding	Business Office (Stacy Rick)	
Requisition Process	Business Office (Stacy Rick)	
School Dude for Custodial or Tech Support	Tech Department	
Staff Absence Procedures (Skyward and AESOP)	Business Office (Shellie Gordon)	
Staff Evaluation Process and Timelines	Supervisor	
Staff Handbook	Supervisor and SafeSchools	
Staff Meetings – schedule and expectations	Supervisor	
Start and End Work Times, Lunch Times	Supervisor	
Time Sheets	Business Office (Shellie Gordon)	
Tour of Facilities	Supervisor	
Travel Out of ISD Process for Conferences	Business Office (Candice Halifax)	
Travel Expense Reimbursement Process	Business Office	
Walmart/P-Card Use	Business Office (Stacy Rick)	
Website – public and private pages	Supervisor	
Personnel Matters		
Resolving Staff Conflict	Safe Schools	