

6.18 - Personnel Orientation

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It shall be the responsibility of the Superintendent or designee to conduct annual orientation programs for personnel regarding policies of the Board and such other topics as may be necessary for the effective operation and improvement of the Alexander City School System.

1. Newly Appointed Employees

The Board hereby directs the administrative staff of the School System to develop and implement annual orientation and in-service programs for all newly appointed personnel in the following categories:

- Teachers
- Administrators
- Substitute teachers
- Teacher aides
- Local school volunteers
- All categories of non-certified personnel

Such orientation and in-service programs could serve to orient said personnel with the policies of the Board, rules and regulations of the Board, and other matters that will assist them in becoming better acquainted with school system procedures and operational methods and in having a better understanding of their employment responsibilities.

Such orientation and in-service programs shall be conducted prior to the opening of or during the school year. Further, local school principals are required to conduct an orientation program for

all newly appointed personnel in their schools to acquaint them with schedules, extra duties, community factors, student demographics, school rules and regulations, etc.

1. On-Going Orientation and In-service Opportunities

In addition, the Board encourages the administrative staff to develop orientation and in-service programs on an as needed basis for all categories of employees for the purpose of enhancing and updating skills and competencies, acquainting employees with any newly adopted programs, curricula, etc.

REFERENCE(S):

CODE OF ALABAMA

16-11-9, 16-12-3, 16-12-15, 16-23-7

HISTORY:

ADOPTED: JUNE 12, 2006

REVISED: JULY 13, 2010

FORMERLY: GAKG