

Staff member: \_\_\_\_\_

Start Date: \_\_\_\_\_

## New Administrative Assistant 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
<b>Main Role – Job Description/Duties</b>		
Answer Incoming Calls	Supervisor	
CPI Training (within six months of hire)	CPI Team Member	
Fieldtrip Guidelines	Handbook/Supervisor	
Greet Customers	Supervisor	
Handle Incoming Packages	Supervisor	
Handle Mail (external/internal)	Supervisor	
Managing Classroom Behavior	Classroom Teacher and Supervisor	
Operate Copier/Fax Machine	Supervisor	
Order Office Supplies	Supervisor	
Outgoing Mail (postage)	Supervisor	
Planning for Instruction	Classroom Teacher and Supervisor	
Preparation for Meetings/Workshops	Supervisor	
Review Job Description	Supervisor	
Safety Precautions with Visitors	Supervisor	
Secure Building (locking and alarm)	Supervisor	
<b>District Policies and Procedures</b>		
Building Access – locking and unlocking the building, key fobs	Administrative Assistant	
Calendar - review copies from HISD-wide and relevant program(s)	Supervisor	
Confidentiality Policy (shared and discussed)	Supervisor and SafeSchools	
Copy Machine and Laminator Procedures and Codes	Supervisor	
Dress Code	Handbook and Supervisor	
Email Access and Policies	Tech Department	
Emergency Response Procedures	Supervisor	
Identification Badge/Photo Id	Tech Department	
Mailboxes – check daily, how to send mail	Administrative Assistant	
Phone Use – how to access voicemail, leave messages	Tech Department	
Professional Library Access and Procedures	Supervisor	
Profile of Service – share with staff	Supervisor	
Receive Key FOB and Identification Badge/Photo ID	Tech Department	
Recycling and Shredding	Administrative Assistant	
Requisition Process	Business Office	
School Dude for Custodial or Tech Support	Tech Department	
Staff Absence Procedures (Skyward and AESOP)	Business Office	
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	
Tour of Facilities	Supervisor	
Travel out of ISD Process for Conferences	Business Office	
Travel Expense Reimbursement Process	Business Office	
Walmart/P-Card Use	Business Office	
Website – public and private pages	Supervisor	
<b>Personnel Matters</b>		
Resolving Staff Conflict	Supervisor and Safe Schools	