

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

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

## New Paraprofessional 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>Instruction of Students/Classroom Management</b>		
Curricular Requirements of Program/IEP Goals	Mentor	
Effective Instructional Practices	Mentor and Principal	
Fieldtrip Guidelines	Handbook/Mentor	
Managing Classroom Behavior	Mentor and Principal	
Planning for Instruction	Mentor and Principal	
<b>Classroom Procedures</b>		
Assessment of Student Progress	Mentor and Principal	
Data Collection Procedures	Mentor and Principal	
CPI Training (within six months of hire)	CPI Team	
Grading/Attendance Procedures	Mentor and Principal	
Home Visit Guidelines	Mentor and Principal	
Interacting with Parents – Guidelines	Mentor and Principal	
PBIS Reporting Process for Majors and Minors	PBIS Team and Mentor	
Positive Behavior Intervention Supports (PBIS)	PBIS Team and Mentor	
Resolving Student Conflict	PBIS Team and Mentor	
<b>District Policies and Procedures</b>		
Building Access – locking and unlocking the building, key fobs	Secretary	
Calendar - review copies from HISD-wide and relevant program(s)	Principal	
Confidentiality Policy (shared and discussed)	Principal and SafeSchools	
Copy Machine and Laminator Procedures and Codes	Mentor and Secretary	
Dress Code	Handbook and Principal	
Email Access and Policies	Tech Department	
Emergency Response Procedures	Supervisor	
First Aid and CPR Procedures	School Nurse	
Identification Badge/Photo Id	Tech Department	
Mailboxes – check daily, how to send mail	Office Secretary	
Mandatory Reporting Procedures	Principal and SafeSchools	
Medicaid/Illuminare for Personal Care Aids	Business Office	
Phone Use – how to access voicemail, leave messages	Tech Department	
Professional Library Access and Procedures	Principal and Mentor	
Profile of Service – share with staff	Principal and Mentor	
Recycling and Shredding	Office Secretary	
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	Principal	
Staff Handbook	Principal and SafeSchools	
Staff Meetings – schedule and expectations	Principal	
Start and End Work Times, Lunch Times	Principal	
Time Sheets	Business Office	
Tour of Facilities	Principal	
Travel Out of ISD Process for Conferences	Business Office	
Travel Expense Reimbursement Process	Business Office	
Walmart/P-Card Use	Office Secretary	
Website – public and private pages	Mentor	
<b>Personnel Matters</b>		
Resolving Staff Conflict	Principal and Safe Schools	