5.07B: New Employee Orientation Checklist - School-based Staff

Employee Information	
Name:	Meeting Date:
Position:	Principal:

☐ Provide each employee with a Staff Handbook, and review its contents (ex. hours of work, staff lists, supervision expectations, cell phone policy, etc.).

General Information

- Tour of LSSD website - (Ex. Curriculum Connections - for teachers, etc.)
- School Contact List
- School Year Calendar
- School Goals
- Computer login/password; email address/password
- Forms (School and Division - Ex. Media Release, SLD log sheet, etc.)
- Aesop
- AppliTrack (for new administrators)
- Assign a mentor (if applicable)

Procedures

General: Location of Living Sky School Division's Procedures

Human Resources
- 5.31 Workers' Compensation
- 5.23 Recognition of Voluntary Service (SLD's)
- 5.32 Personal, Discriminatory and Sexual Harassment
- 5.24 Time Banks and Overtime Pay
- 5.33 Employee Use of Social Media
- The applicable Supervision and Evaluation procedure

School Operations
- 4.14 Code of Conduct
- 4.19 Student Welfare
- 4.42 Respect and Anti-bullying
- 4.37 Computer Technology Acceptable Use

School Tour and Introductions

- Introductions to school staff
- Location of classrooms, washrooms, staff room, library, gymnasium, etc.
- Location of office equipment (photocopiers, fax machines, printers, etc.) and supplies (paper, pens, first aid kit, etc.)

Position Description/School Specific Information

☐ Review key responsibilities

☐ Review initial job assignment, training plans and supervision process

Signatures:

Principal _____ ; Employee _____

Keep on file at the school.