New Hire Schedule August 1-2, 2023

Tuesday, August 1 (WEST WING)

TIME	STAFF	ACTIVITY	PRESENTER
8:00 - 8:30	All New Staff	Welcome and Introductions	Luanne Barron
8:30 - 9:30	All New Staff	Employee Handbook, Licensure, general HR Security, Key Cards, Classroom Keys, etc Laptop/Desktop info, email, access, etc Department Presentatation/overviews (Secondary, Elementary, Student Life, Outreach) Interpreter requests	HR Security IT Department Heads (Joelle, Molly, Mary, Joan) Kim Braithwaite
9:30 - 10:30	All New Staff	Required Trainings (Bloodborne Pathogens, FERPA and Confidentiality) Professional Development/Toolbox	Ben Cardon
10:30	All Non-Instructional Staff	Dismissed to their departments	
10:30 - 12:00	All Instructional Staff	Professional Development/Toolbox Teaching Framework (Marzano) Mentoring Program	Ben Cardon
12:00 - 12:45	All Instructional Staff	Lunch (on your own)	
12:45 - 1:45	All Instructional Staff	IEP Procedures/WebKIDSS	Jennifer Kucinski
1:45 - 2:15	All Instructional Staff	Health Procedures	Cathy Reynolds
2:15 - 4:00	All Instructional Staff	Dismissed to their departments Department Overview Review Department Procedures Staff Evaluation Procedures New Employee Orientation Guide from HR Alarm Safety Training	Department Heads

Wednesday, August 2 (STUDENT CENTER)

TIME	STAFF	ACTIVITY	PRESENTER
8:00 - 4:00	All New Staff	CPI Full Training	Mary/Molly

Thursday, August 3 (New Teachers ONLY - Curriculum Office)

TIME	STAFF	ACTIVITY	PRESENTER
8:00 - 4:00	New Teachers	Curriculum, curriculum map, iObservation, etc	Ben Cardon

Friday, August 4 (New Teachers ONLY - Classrooms)

TIME	STAFF	ACTIVITY	PRESENTER
8:00 - 4:00	New Teachers with mentors	Lesson plans, mentoring schedule, support	Ben Cardon/Mentor