<u>Building Checklist for New Employees</u>

Name _____   Position _____

Location _____

This checklist is part of the district's orientation program. Building administrators are to date and sign when each task is completed and forward the completed checklist to the personnel office within ten (10) working days of hire date.

Topics to Cover	Check as Completed
A. OVERVIEW OF SCHOOL PROGRAMS AND EVENTS	
1. Overview of facility and community	_____
2. Map and full tour of the building (handout)	_____
3. School calendar and dates to remember	_____
4. Staff list (handout)	_____
5. Schedules (handouts as applicable)	_____
6. School district policies and procedures pertinent to the job	_____
B. BUILDING PROCEDURES	
1. Addressing concerns/issues (who to take a problem to first)	_____

2.   Details regarding building schedules
    a.   Bell
    b.   Lunch
    c.   Early release days
    d.   Parent conferences
	_____

3. Report Child Abuse, Policy 3410/5500, page 3 a. Building procedures	_____
4. Staff meetings a. Obligations, where, when	_____
5. Student Record Information	_____

6.   Emergency procedures
    a.   Firedrill
    b.   Earthquake
	_____

Topics to Cover	Check as Completed

C. PUBLIC RELATIONS

    1. Sample copies of school newsletters/publications   _____

    2. Handling complaints (parents, students)   _____

    3. Importance of clean, neat, friendly work station   _____

    4. Serving as a team member   _____

    5. Confidentiality   _____

    6. PTO/LIT/Parent Advisory Group   _____
        a. Explain function and process

D. DISCIPLINE PROCEDURES (Overview of Building and District Procedures)

    1. Corporal punishment is illegal   _____

    2. Disciplinary strategies   _____
        a. Conditions related to restraint
        b. Avoid physical contact except to prevent personal injury
          to another student

E. HEALTH AND SAFETY

    1. Review Safety and Hazardous Chemical Communication   _____
       Administrative Procedures (see Attachment 7)

F. SCHOOL FACILITIES, EQUIPMENT AND MATERIALS

    1. Review Board Policy Nos. 4330/9400 and 8361   _____

Date _____ Supervisor _____ Employee _____