Assistant Director/Instructional Coaches develop Induction Schedule (CD-079) for current year

Assistant Director & Instructional Coach distributes New Staff Orientation Notebook to participants

Director of Human Resources, Assistant Director and Instructional Coaches conducts Induction Session

New hires work with Instructional Coaches to complete New Staff Induction Plan (CD-036)

Principal signs Induction Log and forwards it to the Director of Human Resources

Submits the completed Induction Log to building Principal for signature

New instructors record the required 30 hours on the

Sign-Off Form (CD-036)

Note: New vocational instructional hires are required to complete Temple New Teacher Workshop in August or January of their first year.

Induction Plan is reviewed annually by Instructional Coaches & Admin. Staff and revisions are addressed.

Results shared with Coaches, Mentors, and Admin. Staff

Evaluation Form submitted to Director of Human Resources

Signed original is returned to new hire, copy kept in employee’s file

Director of Human Resources forwards Induction Plan to the Admin. Director for approval

New hires complete Induction Evaluation Forms (CD-037 & CD-039)

New hire submits completed New Staff Induction Plan to Director of Career & Technical Education Systems on or before two weeks prior to the end of school year (CD-036)

Write/send induction letter and schedule to new instructional and instructional assistant hires

Complete SchoolDude for reservation

Revise schedule

Distribute schedule to presenters for approval of assigned dates/times