



New Teacher School Orientation Checklist

EMPLOYEE INFORMATION

Name:	Start date:
Position:	School:

POLICIES & PRACTICES

<input type="checkbox"/> Review key policies.	<ul style="list-style-type: none"> • School Mission, Vision & Goals • Expectations • Security • Emergency Procedures • Visitors • Keys / access cards • Purchase Requests 	<ul style="list-style-type: none"> • Calendar • Review teaching assignment and expectations • Review evaluation, supervision and growth plan information • Expense Reports • Dress
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TECHNOLOGY

<input type="checkbox"/> Hardware and software reviews, including:	<ul style="list-style-type: none"> • E-mail • Intranet • PowerSchool • Other job specific software 	<ul style="list-style-type: none"> • Telephones
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INTRODUCTIONS AND TOURS

<input type="checkbox"/> Give introductions to school staff during tour.		
<input type="checkbox"/> Tour of facility, including:	<ul style="list-style-type: none"> • Classroom • Staffroom • Mail • Restrooms • Kitchen 	<ul style="list-style-type: none"> • Printers • Workroom • Parking • Coffee/vending machines • Emergency exits and supplies

SAFETY

<input type="checkbox"/> Safety Policy And Procedures <input type="checkbox"/> Work Refusal <input type="checkbox"/> Emergency Response <input type="checkbox"/> Accident/Incident Notification <input type="checkbox"/> Critical Hazards <input type="checkbox"/> Duty to Report Hazards And Accidents <input type="checkbox"/> Duty to Report Critical Hazards <input type="checkbox"/> Duty to Report Dangerous Situations
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<input type="checkbox"/> Additional Information provided on:		
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School Signature

Date

New Teacher Signature

Date