



Department: Human Resources
Policy Number: HUM-A018
Effective Date: 1/04/2005

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

CERTIFIED STAFF ORIENTATION

As part of Onboarding, all certified staff will participate in a district-level orientation program. The program includes but is not limited to employee certification, benefits, and professional development guidelines.

Implementing Procedures: Onboarding Procedure ([HUM-P003](#))
Certified Teacher Induction Procedure ([PRD-P005](#))

Revision History:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|--|
| 1/04/05 | | Initial Release |
| 2/23/09 | A | Add new first paragraph, and the school at the end of second paragraph, and academic coach, and/or mentors assigned to teacher in last sentence of policy. Add implementing procedure. |
| 2/18/13 | B | Changed "Professional Staff" to "Certified Staff". Revised paragraph three to read "first two weeks of their employment". |
| 4/2/15 | | Reviewed, no changes |
| 5/31/16 | C | Removed procedural information and created HUM-P035. |
| 1/7/19 | D | Replaced, "in-processing" with "onboarding" throughout. |

***** End of Policy *****