

Personnel -- Certified

Orientation

Orientation shall be considered a year-long process for certified employees new to CREC, with the programs conducted jointly by the central administration and individual schools.

The program shall assist new teachers to the system in becoming acquainted with, and adjusted to, the community and region of the school, policies and regulations of CREC, procedures in the school and the total instructional program.

Administrators, coordinators, directors, and experienced staff members may be assigned specific roles in carrying out orientation programs.

The cooperation and active involvement of all staff members in helping newcomers become adjusted in the district is requested by the Council.

Policy adopted: September 17, 2003

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

Personnel – Certified/Non-Certified

Orientation

1. Every new employee must receive an orientation to his/her program and to CREC.
2. It is the Program Director's responsibility to orient each new employee to the program he/she will be working in. This must include:
 - a. discussion of program's philosophy and objectives;
 - b. discussion of program as it relates to CREC and public;
 - c. discussion of employee's position, job description and responsibilities;
 - d. discussion of clients served; and
 - e. an opportunity to ask questions.
3. It is CREC's responsibility to orient each new employee to CREC. Orientation is mandatory before eligibility and application for benefits can be effective. This orientation must include:
 - a. discussion of CREC philosophy and objectives;
 - b. discussion of organization communication systems and the identification of CREC Central Staff;
 - c. discussion of benefits and the opportunity to sign-up for any of these benefits; and
 - d. discussion of the professional development and the evaluation plan.
4. Orientation checklist (1/9-2) is to be completed on each employee and retained in the CREC Personnel file.
5. The Principal or designee is responsible for the orientation of new teachers assigned to his school. He/she should give information and general directions in regard to the following:
 - a. A directory of staff names.
 - b. Location and use of physical facilities of building.

Personnel – Certified/Non-Certified

Orientation (continued)

- c. Teaching materials: courses of study, guide books, textbooks and supplementary materials for grade or subject.
- d. School forms; attendance reports, student and school records, transfers, purchase orders, plan books, etc.
- e. Method of ordering books and supplies, securing audio visual equipment, methods of getting material duplicated, disposing of lost and found articles.
- f. Schedule.
- g. Regulations for students in building and on school grounds uses of entrances; exits, lavatories, playground areas equipment and activities regulations for students during, before and after school hours.
- h. Directions regarding building meetings in-service training meetings, other meetings assignments to school committees, fire drill regulations, policies concerning teacher's absence, attendance, dismissal, excuse of students from school, etc.
- i. The goals and expectations of our schools and of CREC
- j. CREC policies and regulations.
- k. Supervision/Evaluation program

Regulation approved:

May 1994

CAPITOL REGION EDUCATION COUNCIL

Regulation reapproved:

September 17, 2003

Hartford, Connecticut

Program Orientation Form

Employee: _____ Date of Hire: _____
 Position: _____ Program: _____

This form is to be completed by the employee and the program. When completed, it is to be forwarded to Personnel for inclusion in the employee's personnel file.

Complete by signing and dating each section as completed. The entire process is to be completed within one month of hire date.

	Signature	Date
Scheduled for and attended Personnel Orientation		
Explained local procedure regarding: Time Off Time Sheets Attendance Supplies Travel Other (list)	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
Explained policy and procedures regarding: Affirmative Action Bloodborne pathogens Use of force Red flag Sexual Harassment Other (list)	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
Explained to (Covered with) employee: Job Description Evaluation Program First meeting of evaluation Program of philosophy and objectives Clients Served	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
All employees: Current Position Description Current You and CREC Civil Rights Grievance Procedure	_____ _____ _____	_____ _____ _____
Direct Care Workers and Home Supervisors: Acknowledgement of required licenses and certification All school based employees use of restraint	_____ _____	_____ _____