

ORIENTATION

NEW ADMINISTRATORS:

The Director of Faith Formation/Superintendent of Schools and the Faith Formation staff will provide orientation for new principals. All new administrators are expected to participate in the entire orientation process.

NEW TEACHERS:

The orientation of new teachers takes place over a period of time at the local level. Administrators are cautioned not to confine this orientation to one day but to recognize that the process is on-going and will be most effective if planned throughout the first year of employment.

ALL PERSONNEL:

Orientation is need every year for all personnel. All must know what the expectations are if they are to attempt to fulfill them. They must be reacquainted with the philosophy. They must be involved in setting goals and objectives. Human relations activities are needed to develop cohesiveness. Liturgy, prayer, and time for reflection are a necessary part of the development of all personnel.

ORIENTATION PROGRAM FOR NEW TEACHERS

The following Orientation Program has been designed to welcome new teachers into the school community, acquaint them with school philosophy, goals and polices and to assist them in becoming members of the school staff.

The program includes the following areas:

1. Activities welcoming the new teacher.
2. Explanation of the school philosophy and program.
3. Introduction of administration, teachers, staff, students, and community groups.
4. Clarification and explanation of school management and procedures.
5. Development of inter-personal relationships with staff, student body and community.
6. Assistance with lesson planning, teaching techniques, use of materials and various learning styles.
7. Techniques in goal-setting for both teacher and students.
8. Checklist for BECOMING A MEMBER OF THE STAFF.
9. Checklist for Opening of School (Principal and teacher).
10. Evaluation of program.

BECOMING A MEMBER OF THE STAFF

The following list indicates those areas to be included in orientation of new teachers, including those new to a school system. The numbers by each item indicate at which phase or phases these need particular attention. 1 – Before School, 2 – School Orientation Session, 3 – First Semester.

MANAGEMENT

- 1, 2 Time Schedule
- 1 Book Distribution
- 1, 2 Grading-records (Use/Location)
- 1, 2 First Days of School
- 2 Early dismissal/adjusted schedule
- 1, 2, 3 Environment-Responsibility for caring for and arranging classroom

PROCEDURES

- 1, 2 Absence-tardiness
- 1, 2 Lunch and recess
- 2 Bus duty
- 2, 3 Communication-bulletins, letters, etc.
- 2, 3 Safety measures-accident, fire, tornado, vandalism (handling and reporting)
- 2 Cancellation of school
- 1, 2 Emergencies-First aid
- 1, 2, 3 Illness of teacher (plans, lists, schedules available)
- 2 School Assembles
- 2 Errands around school
- 2 Field Trips
- 2 Guest Lecturers
- 2, 3 Ordering audio-visual materials
- 2, 3 Requisition of supplies

PROCEDURES (continued)

- 2 Collecting monies for projects
- 2, 3 Visits of guests-adults, children
- 2, 3 Excuses from physical education classes
- 2, 3 Discipline Policies, Board of Education Policies, Policies Relating To Sexuality And Personal Behavior
- 1, 2 Background check and VIRTUS (Protecting God's Children)
- 2, 3 Retention after school
- 2, 3 Uniform regulations/dress code
- 3 Testing Procedures
- 3 Professional Development Opportunities

LESSON AND METHODS

- 1, 2, 3 Setting realistic goals and objectives
- 1, 2, 3 Gathering ideas for subject presentation
- 1, 2, 3 Use of supplementary materials
- 1, 2, 3 Addressing group and individuals needs
- 1, 2, 3 Planning lessons
- 1, 2, 3 Student evaluation and reporting

SPECIAL AWARENESS AREAS

- 3 Infusion of Peace and Justice
- 3 School Projects
- 3 Special observances (Catholic Schools Week, Respect Life, Library, Reading, etc.)
- 2 Mandatory Reporting of Child Abuse

MATERIALS (Use and location)

- 1, 2 Media Center
- 1, 2 Professional Library (Periodicals, books, etc.)
- 2, 3 Supplementary Instructive Materials
- 2, 3 Teacher-made activities
- 3 AV Materials and Equipment
- 3 Liturgy-planning resources

SCHOOL RELATIONSHIPS

(Introductions are made as early as possible)

- 1, 2 Administrator, faculty, Learning Community Leaders, Pastor
- 2, 3 Diocesan Personnel
- 2, 3 Faculty and staff specialists – Counselor, Media Specialist, Music/PE/Art teachers, Chapter I Personnel
- 2, 3 Staff member nurse, food-server staff, maintenance staff, transportation staff
- 2, 3 Parent Conferences, phone calls, letters
- 2, 3 Board of Education matters handled through representation
- 2, 3 Volunteers planning with aides
- 3 Clubs/co-curricular activities (direct/indirect support)
- 3 Professional organizations individual/school representation
- 1, 2 Acquaintance with local community