New Teaching Staff Orientation Checklist

Head Start

Employee Name: _____ **Employee Position:** _____

Date of Orientation: _____ **Date of Hire:** _____

The Head Start Director is required to discuss and explain each item listed below. By placing a check mark in the space, the Director verifies that the employee was informed of the expectations/requirements associated with each item.

General Topics

_____ 1. Employee signed a copy of the job description, was given a copy
_____ 2. Introduction to co-workers, supervisors, etc.
_____ 3. Description of the Head Start program
_____ 4. Description of Delegate Head Start program & Grantee Head Start program relationship
_____ 5. Organizational chart, chain of command, direct & indirect supervisors, etc.
_____ 6. Work schedule, breaks, vacation days, school calendar, non-class days, etc.
_____ 7. Instructions on timesheets, payroll, benefits, etc.
_____ 8. Instructions on where to find local personnel policies OR a copy was given to the employee
_____ 9. Description of policy on absenteeism & tardiness
_____ 10. Dress code, personal appearance, having family/visitors in workplace, etc.
_____ 11. Social media etiquette, pictures of children prohibited on personal posts (i.e. Facebook), cell phone use in the classroom, etc.
_____ 12. ERSEA procedures (if applicable)

Classroom Instructions/Expectations

_____ 1. Program policies - Head Start website *https://headstart.bsacap.org/*
_____ 2. COPA
_____ 3. Performance Standards (link on COPA)
_____ 4. Safety procedures in the classroom, emergency drills, required trainings, staff/child ratio
_____ 5. Appropriate interaction (i.e. staff demeanor, voice level, enthusiasm, following CLASS instructions)
_____ 6. Standards of Conduct, Code of Ethics, corporal punishment and other prohibited discipline
_____ 7. Reporting Suspected or Known Child Abuse policy
8. Confidentiality of Information policy

The following activities were performed PRIOR to the employee being officially hired:

_____ An interview was conducted
_____ References were verified
_____ A sex offender registry check was conducted
_____ A state criminal background check with fingerprints was conducted

The following activities were performed <u>within 90 days</u> of the employee being officially hired:

_____ A FBI criminal background check with fingerprints was conducted
_____ A child abuse & neglect state registry check was conducted