

Berkley Accelerated Middle School: Induction check list

Name:		Start date:
1.	Welcome to the school:	
a.	Outline of school, size and history	
b.	School goals and objectives	
c.	Staff handbook	
2.	Documentation:	
a.	Collection of new employee's records from previous employer	
b.	Confirm employee's full name, address, telephone number, date of birth, next of kin and location during working hours	
c.	Fingerprints and drug testing	
3.	Salary:	
a.	Explanation for methods and frequency of payment	
b.	Confirm employee's bank account details	
c.	Explanation of salary	
d.	Explanation of time sheets	
e.	Travelling and subsistence expenses (TDA's)	
4.	Insurance:	
a.	Insurance Contributions and benefits	
5.	Sickness/Leave:	
a.	Procedure if absent through accident or sickness	
b.	Procedure for advance leave request	
6.	Hours of work:	
a.	School terms and school day	
b.	Absenteeism and punctuality	
7.	Tour of premises:	
a.	Descriptions of department functions	
b.	Parking facilities	
c.	Eating facilities	
8.	Fire precautions:	
a.	Regulations of Fire Marshall	
9.	Safety:	
a.	Procedures review for all incidents	
c.	Procedure in the event of an accident (self and student)	
e.	Location of clinic	

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f.	School safety policy	
g.	Smoking policy	
h.	Security (No weekend or night work without approval)	
10	Safeguarding and Mandatory Reporting	
a	Child protection policy (Abuse Reporting)	
b	Procedure for reporting concerns	
c	Code of Conduct and Professional Behavior	
11.	Tour of department:	
a.	Introduction to team leader	
b.	Introduction to immediate colleagues	
c.	Outline of management structure in school	
12.	The job and its responsibilities:	
a.	The job and its responsibilities	
b.	Relevant procedures/work instructions	
c.	Staff development and its objectives	
d.	School policy on staff development (Marzano)	
e.	The need for checking the quality of one's work each day and making sure room is in order each day.	
f.	Lesson Plans and Emergency Plans	
g.	Staff Meetings	
h.	Discipline Procedures	
i.	Assessment Procedures	
j.	Grade Reporting	
k.	Communication (no texting, family emails, verify guardianship before giving info. On phone or in person)	
14.	Issues:	
a.	Keys	
b.	Technology Procedures (including network login ID and password)	
c.	Other items (specify)	
All the above points have been explained/issued to me:		
Signed (employee):		Date:
Signed (Principal or Designee):		Date: