

## **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 their program and to CREC.
2. It is the Program Director's responsibility to orient each new employee to the program they 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 the school; and 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.

- 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

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