

NEW Staff: Onboarding Check Sheet

1. Site Visit & Interview
 - a. Tour school facility and classrooms
 - b. Meet with potential teaching partner if appropriate
2. 1-1 meeting with Director, contract offering (All Staff 1-1: June)
3. Site Orientation
4. New School Year Training and Professional Learning Sessions
5. Onboarding Paperwork
6. Assign Teacher Partner
7. Assign Mentor
 - a. Assist with LONS norms and other items as appropriate for given role
 - b. Available for questions and direction throughout the year
8. Ongoing Support
 - a. Director to visit classroom for a brief period to check on new employees on days they are teaching
 - b. Director to conduct weekly check-ins before & after school
 - c. Director to conduct weekly before & after school check-ins with teaching partner and/or assistants
 - d. Check-ins may be done together and/or separately
 - e. Planning sessions with similar programs (ex: 2s teams meet, 3s teams meet, 4s teams meet).
9. Observations
 - a. Formal Observation by ECC (2-3 months into school year)
 - b. Informal Observations by ECC conducted throughout the year while observing students
10. Winter Check in (If needed: December)
11. Mid-year check in (January)
12. Assistant Teacher Evaluations (Winter)
13. Lead Teacher Evaluations (Spring)
14. Employee Survey for following year's expectations/roles
15. June 1-1 meeting with Director, contract offering for next school year

Please contact the Director for any questions or additional information.

- [Staff Orientation Verification Form](#)
- [LONS New Staff Orientation Feedback Form](#)