



Procedure Name:	Employee Orientation Procedure
Effective Date:	August 1, 2014
Revision Date:	August 1, 2023
Standard:	Standard 8: A 4

## Employee Orientation Procedure

### Specific Operational Tasks

Waynesville Career Center as well as all Waynesville R-VI School District Employees go through an orientation process the beginning of every school year. New employees to the district go through an extensive New Staff Orientation prior to the start of the school year. All new instructors to the district participate in the Missouri State Mentor Program for their first two years in the school district.

### Step by Step Instructions

All District Employees:

3 day Orientation process including the following tasks:

- Classroom Preparation
- Building Level Meeting to discuss current year expectations, review teacher handbook, and discuss goals for the school year
- General Meeting with all Central Office Administration, Board Members and Employees
- Technology updates and trainings

New Certificated Employees:

4 day Orientation process including the following tasks:

- Teachers work closely with their assigned Mentors (see below)
- Technology Training, including our E-School student records system
- Employee Benefits information
- Military Child information
- Curriculum for their individual subject area
- Classroom Management Training
- Technology in the Classroom Training
- Meet all Administrators in the District
- Tour of the Waynesville R-VI School District
- Special Education Training

## **Mentor Programs**

The Beginning Teacher is a teacher with no teaching experience. These teachers are required to participate in a mentoring program that the Waynesville R-VI District provides for all new teachers for the first two years.

Expectations:

- Develop and implement a Professional Growth Plan
- Keep a log of in-service hours using My Learning Plan.
- Seek support and assistance as needed.
- Share new ideas with colleagues.
- Develop a personal teaching style.
- Select instructional strategies and classroom resources.
- Choose effective classroom management techniques.
- Communicate regularly with parents.
- Complete appropriate paperwork for certification.

New Teachers to the District are those who have taught in another district before coming to the Waynesville R-VI District. These teachers are required to participate in a mentoring program that the Waynesville R-VI Schools provides for all New Teachers to the District for one year.

Expectations:

- Develop and implement a Professional Growth Plan.
- Keep a log of in-service hours using My Learning Plan
- Seek support and assistance as needed
- Share new ideas with colleagues
- Select instructional strategies and classroom resources
- Choose effective classroom management techniques
- Communicate regularly with parents
- Complete quarterly checklist

## **Classified Mentor Program**

- Meet regularly with assigned mentor
- Receive guidance on daily operation
- Mentor will serve as a role model in all aspects of professionalism
- Receive support, counseling, and perspective as appropriate

## **Written Forms and Reports**

WCC Back to School Building Level Meeting Agenda

Back to School Agenda

New Teacher Orientation Agenda

Mentor Protege Handbook

Classified Mentor Handbook