

Livingstone Range School Division
New Support Staff
School Orientation Checklist



EMPLOYEE INFORMATION		
NAME:	START DATE:	
POSITION:	SCHOOL:	
POLICIES, PRACTICES & POSITION INFORMATION		
<input type="checkbox"/> Review key policies, practices and position information.	<div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> Sick leave/personal leave procedures Emergency Procedures (OHS) Professional Development Staff Meetings Breaks Dress code Expense Claims Time Sheets (if necessary) Confidentiality <ul style="list-style-type: none"> School Mission, Vision and Goals Review job description/expectation Review evaluation, supervision and growth plan information Review job schedule and hours Keys/FOB's (if necessary) Purchase Requests (supplies, etc.) Calendars Building access codes/procedures Mailbox </div>	
TECHNOLOGY		
<input type="checkbox"/> Hardware and software reviews, including: <input type="checkbox"/> Staff Network Responsible Use Agreement	<ul style="list-style-type: none"> E-mail & Log in Information Intranet & Shared Drives LRSD Website Job specific software programs 	
INTRODUCTIONS AND TOURS		
<input type="checkbox"/> Give introductions to school staff during tour.	<ul style="list-style-type: none"> Classroom Staffroom Mail Restrooms Kitchen Coffee/vending machines Emergency exits 	<ul style="list-style-type: none"> Printers Photocopy/fax Workroom Parking Office supplies
SAFETY		
<input type="checkbox"/> Emergency School Closing (Admin. Proc. 131) <input type="checkbox"/> Harassment (Admin. Proc. 450) <input type="checkbox"/> Crisis Response Manual <input type="checkbox"/> Welcoming, Caring, Respectful and Safe Learning Environment (Board Policy 21)		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Information provided on: _____</p> <p>_____ School Signature</p> <p>_____ New Employee Signature</p> </div> <div style="width: 45%;"> <p>_____ Date</p> <p>_____ Date</p> </div> </div>		