



Stockton Unified School District
56 S. Lincoln St.
Stockton, CA 95203
(209) 933-7065
FAX (209) 465-1094

SCHOOL/DEPARTMENT:

ELOP Program Facilitator

ON-BOARDING PROCEDURES

- Welcome/Introductions to office/department
- Mission/Vision-goals of the school/department
- Keys/Badge
- Computer (Email, synergy, etc.)
- Tour of school/department (map, restroom, phone directory, working area, supplies, tools, personal belongings storage, meet site staff, introduce new site coordinator, Meet Administrator, meeting schedules, etc.)
- Schedule/Job Duties (breaks, lunch, etc.)
- Review site/department Handbook (Emergency plan/drills, Mandatory training, injuries, etc.)
- Communication (website, email, emergency contacts, etc.)
- Absences (reporting, entering, etc.)
- Support system (who can they ask for clarification questions, etc.)
- Contract Information
- Meet partner agency