



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

SCHOOL/DEPARTMENT:

TECH

ON-BOARDING PROCEDURES

- Welcome/Introductions to office/department Leads
- Mission/Vision-goals of the school/department Leads
- Keys/Badge
- Tour of school/department (map, restroom, bell schedule, phone directory, working area, supplies, tools, personal belongings storage, parking, supplies, school calendar, etc.)
- Schedule/Job Duties (breaks, lunch, etc.)
- Review teacher/parent Handbook (Emergency plan/drills, DataBase access, Mandatory training, injuries, etc.)
- Communication (website, email, emergency contacts, procedures for visitor, etc.)
- Absences (reporting, entering, etc.)
- Emergency Sub Plans
- Site Discipline Plan/Procedures
- Support system/Job Shadowing (who can they ask for clarification questions, etc.)
 - Access levels
 - Tour of different school sites
 - Buddy System
 - MFA