

New Hire
(The Benjamin School)

30 In-service Points

Component No: 7-404-002

General Objectives:

1. To enable all new faculty, staff, administrators to understand the mission and vision statements.
2. To familiarize everyone with the policies, procedures and routines established for a successful day-to-day experience.
3. To meet and understand the roles of co-workers, divisional supervisors and various other departments to aid in their success.

Specific Objectives:

1. To learn the operational procedures on both campuses to enhance individual classroom instruction.
2. To become familiar with all the software and technology.
3. To understand the professional development requirements and how to meet them.

Activities:

1. Campus familiarization.
2. Individualized training in Google drive, BucLinks, and Blackbaud.
3. Learning grading procedures, deadlines, etc.
4. Overview of school website.
5. Participate in safety and security protocol, first aid, CPR, blood borne pathogens etc.
6. Guided practices in creating electronic bulletin boards, topics, and assignments.

Evaluation:

1. Complete summary survey to weigh the success of the in-service program.
2. One-on-one meeting with direct supervisor.

