

NUSD Research and Data Systems and Procedures

Title	RD New Staff Orientation Checklist		
Prepared by	Christina Huth	Revised by	Laura Dean
Date prepared	December 4 th , 2013	Date revised	9/24/15
Core Belief and Commitment		Leadership Standard	
Audience	RD	BP and AR	
	<i>(District, School, Department, RDIT, etc...)</i>		<i>(Board Policy or Administrative Regulation reference)</i>

Purpose: To ensure that all new RD Staff have the training they need to be successful

Actions:

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| 1. Explain purpose/use of checklist to new RD staff member |
| 2. Complete checklist |
| 3. Turn in Checklist to RD Administrative Assistant |
| ***Checklist attached*** |

Responsible Party(s):

- | |
|---------------------|
| RD Management |
| New RD Staff Member |
| New RD Staff Member |
| |

RD New Staff Orientation Checklist

RD Systems and Processes

Name:

Title:

Start Date:

Item	Date Completed	By
HR paperwork signed and complete		
Introduction to HR and Benefits staff to answer further questions		
Orientation to district by RD Leader		
Orientation to RD Division by RD Leader		
Introduction to Ed Center staff		
Introduction to RD staff		
Receive ID badge		
Receive key		
Receive card key		
Computer (laptop or desktop)		
Set up with email account		
Set up and receive instruction in Track It Technician account		
Introduction to all software		
Set up with Infinite Campus account		
Tour of district		
Introduction to site staff (Admin, classified, and credentialed)		
Receive Dept. codes/passwords, etc. as necessary		
Overview of RD Procedures with Admin. Assistant: Absence requests, sick leave, overtime, comp. time, mileage, end of the month paperwork, SaPs		
Contact list for RD staff		
One-on-one shadow with Admin Assistant		
One-on-one shadow with SIS team		
One-on-one shadow with Database Specialist		
One-on-one shadow with Testing Coordinator		
One-on-one first week in review with RD Leader		
Review Board Policy 5125 "Student Records" and learn how to access other BPs		