










# New Teacher Onboarding Checklist








## Pre-Onboarding:

-  Prepare a welcome package including essential documents, school policies, and procedures
-  Assign a mentor or buddy to provide guidance and support throughout the onboarding process.
-  Set up necessary accounts, email addresses, and access to relevant systems and software.
-  Schedule orientation sessions, training programs, and introductions to key personnel.
-  Communicate the onboarding schedule and expectations.






## First Day:

-  Provide a warm welcome and introduce the new teacher to the school community.
-  Give a tour of the school facilities and familiarize them with their workspace.
-  Review key policies, procedures, and guidelines, including student code of conduct.
-  Share information on available resources, tools, and technology systems.






## First Week:

-  Arrange meetings with key stakeholders, such as other teachers, department heads, and support staff.
-  Facilitate introductions to district administrators and other relevant personnel.
-  Review the school's organizational structure and reporting lines.
-  Conduct training sessions on student information systems, attendance tracking, and grading systems.
-  Provide an overview of special programs, initiatives, and extracurricular activities.

## First Month:

-  Set up regular check-ins with the new teacher to address questions and concerns.
-  Assign specific tasks and responsibilities to gradually integrate them into their role.
-  Provide opportunities for job shadowing or observations of experienced administrators.
-  Offer professional development opportunities to enhance skills and knowledge.
-  Encourage participation in school events and meetings to foster engagement and collaboration.

## First Three Months:

-  Conduct performance evaluations to assess progress and provide feedback.
-  Review long-term goals and create a development plan for the new administrator.
-  Solicit feedback from the new administrator regarding their onboarding experience.
-  Monitor the new administrator's integration into the school community and address any challenges.
-  Ensure ongoing support and mentorship throughout their first year.