

BOARD ORIENTATION CHECKLIST

New teachers, LTO's and Continuing Education teachers will be invited to attend the Board Orientation. Principals and mentors are highly encouraged to accompany their teacher to the session.

This checklist outlines the items that must be covered at a Board Orientation session:

- ❑ Board mission, vision, values and goals
- ❑ Relevant board information such as student population, school locations and safe schools policies and procedures
- ❑ Clear information regarding salary, benefits, pay days, sick days, the Employee Assistance Program, and other administrative policies and programs
- ❑ Information about the teacher federations and Ontario College of Teachers
- ❑ Orientation to the current Ontario curriculum and context, and orientation to the specific board (detailed curriculum handled at school orientation)
- ❑ A clear identification of available ongoing supports and resources (such as curriculum/program staff and resources).
- ❑ Access to first-day, first-week and first-month strategies to help get new teachers started. (lists found in the *Mentoring Handbook for New Teachers and Mentors*)
- ❑ Schedules of support program activities specific to needs of new teachers (if schedule is available)
- ❑ A checklist for new teachers and administrators to be used for school orientation.
- ❑ A clear explanation of the purpose, components and structure of the NTIP including information about the teacher performance appraisal process for new teachers and the NTIP notation. Include Individual NTIP Strategy Form
- ❑ Description of Mentoring and Professional Development programs, release days available
- ❑ Articulation of a clear plan to communicate consistently and directly with new teachers, including a plan to assess their needs on an ongoing basis
- ❑ Inform first time LTOs about LTO Evaluation process.