Intended Outcomes: Participants will...
- IDENTIFY key locations
- EXAMINE classroom management processes, procedures, and routines
- CONSTRUCT plans for the first days of instruction
- MEET the “WHO” (key leaders that ensure new hire success support at the site)

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>Where</th>
<th>When</th>
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</thead>
<tbody>
<tr>
<td>Materials</td>
<td></td>
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<tr>
<td>School Tour</td>
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<tr>
<td><strong>New Employee Orientation Checklist</strong></td>
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<tr>
<td>Schoolwide Processes (everything shared during pre-school days)</td>
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</tbody>
</table>

Choose one:
- Mentor
- Lead Mentor
- Principal
- Assistant Principal
- Instructional Coach
- Team Leader
- Department Head
- Library Media Technician
- School Counselor
- Other

Materials:
- New Hire Guide Day 1, Map, school handbook, employee Sonitrol, New Employee Orientation Checklist

Where:
- Faculty Lounge
- Break Room
- Restrooms
- Adult/Student
- Cafeteria
- Media Center
- Mail Room
- Copier
- Etc.

Suggested Time Needed: 1 hour

Review Schoolwide Behavior Management Plan

Choose one:
- Mentor
- Lead Mentor
- Principal
- Assistant Principal
- Instructional Coach
- Team Leader
- Department Head
- Library Media Technician
- School Counselor
- Other

Materials:
- Schoolwide Behavior Management Plan

Choose one:
- Media Center
- Conference Room
- Classroom
- Other

Suggested Time Needed: 30 minutes
<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>Where</th>
<th>When</th>
</tr>
</thead>
</table>
| Classroom(s) Observations focused on classroom management/processes/procedures | Choose one:  
☐ Mentor ______________________  
☐ Lead Mentor ____________________  
☐ Principal ______________________  
☐ Assistant Principal  
☐ Instructional Coach  
☐ Team Leader ____________________  
☐ Department Head  
☐ Library Media Technician  
☐ School Counselor  
☐ Other ________________________ | Exemplar Classrooms | Suggested Time Needed: 1 hour |
| | Materials: Classroom Management Observation Guide sheet | | |
| Visit their own classroom  
• Meet students if appropriate | Choose one:  
☐ Mentor ______________________  
☐ Lead Mentor ____________________  
☐ Principal ______________________  
☐ Assistant Principal  
☐ Instructional Coach  
☐ Team Leader ____________________  
☐ Department Head  
☐ Library Media Technician  
☐ School Counselor  
☐ Other ________________________ | New Teacher's Classroom | Suggested Time Needed: 30 minutes |
| | Materials: None | | |
| Meet the lead and site-based mentor | ☐ Mentor ______________________  
☐ Lead Mentor ____________________  | | |
| | Materials: Pages 8-9 from *The First Years Matter: Becoming an Effective Teacher*, sample classroom management plans | | |
| | Choose one:  
☐ Media Center  
☐ Conference Room  
☐ Classroom  
☐ Other | | |
<p>| | Suggested Time Needed: 1 hour | | |</p>
<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>Where</th>
<th>When</th>
</tr>
</thead>
</table>
| Lesson planning overview/orientation | Choose one:  
☐ Mentor  
☐ Lead Mentor  
☐ Principal  
☐ Assistant Principal  
☐ Instructional Coach  
☐ Team Leader  
☐ Department Head  
☐ Library Media Technician  
☐ School Counselor  
☐ Other | Choose one:  
☐ Media Center  
☐ Conference Room  
☐ Classroom  
☐ Other | Suggested Time Needed: 2 hours |

Materials: Lesson Plan Template, TE's, pacing guides, curriculum maps, etc.

*If no sub is available implement the school site teacher coverage plan for the new hire’s classroom*
Administrator
Site-Based Onboarding Daily Agenda
Day 2
(No Sub)

Intended Outcomes: Participants will...
- IMPLEMENT plan for first day of instruction
- CONSTRUCT plans for the first days of instruction
- MEET the “WHO” (key leaders that ensure new hire success support at the site)

<table>
<thead>
<tr>
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<th>Where</th>
<th>When</th>
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</thead>
</table>
| New hire teaches full day with support from school personnel that does not require a sub | Choose one:  
- Lead Mentor  
- Principal  
- Assistant Principal  
- Instructional Coach  
- Library Media Technician  
- School Counselor  
- Other | New hire classroom | Suggested Time Needed: 5.5 hours |
| Materials: New Hire Guide Day 2, Lesson plans from day 1 |                                                       |                            |                             |
| Debrief their day with school personnel                   | Choose one:  
- Mentor  
- Lead Mentor  
- Principal  
- Assistant Principal  
- Instructional Coach  
- Team Leader  
- Department Head  
- Library Media Technician  
- School Counselor  
- Other | Choose one:  
- New hire classroom  
- Mentor classroom  
- Other | Suggested Time Needed: 30 minutes |
<p>| Materials: Notes and observations from day 2              |                                                       |                            |                             |</p>
<table>
<thead>
<tr>
<th>Lesson Planning with support from school personnel</th>
<th>Choose one:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Mentor ___________________________</td>
<td>☐ New hire classroom</td>
</tr>
<tr>
<td>☐ Lead Mentor _________________________</td>
<td>☐ Mentor classroom</td>
</tr>
<tr>
<td>☐ Principal ___________________________</td>
<td>☐ Other</td>
</tr>
<tr>
<td>☐ Assistant Principal _________________</td>
<td></td>
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<td>☐ Library Media Technician ____________</td>
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<tr>
<td>☐ School Counselor _____________________</td>
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<tr>
<td>☐ Other ______________________________</td>
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</tbody>
</table>

| Suggested Time Needed: 1 hour |

*No sub today. Choose support from school personnel that does not require a sub.*

Materials:
Lesson Plan Template, TE’s, pacing guides, curriculum maps, etc.