



Stockton Unified School District
56 S. Lincoln St.
Stockton, CA 95203
(209) 933-7065
FAX (209) 465-1094

SCHOOL/DEPARTMENT:

Program Specialist

ON-BOARDING PROCEDURES

- Welcome/Introductions to office/department/Executive Assistant and SPED Director
- Mission/Vision-goals of the school/department
- Keys/Badge/Technology
- Tour of school/department (map, restroom, phone directory, working area, supplies, tools, personal belongings storage, SPED Admin. etc.)
- Access website orientation to calendars, dept. directories
- Schedule/Job Duties/who to contact in case of an emergency (breaks, lunch, etc.)
- Review Program Handbook (Emergency plan/drills, Mandatory training, injuries, EA II or welcome committee etc.)
- Communication (EAII, website, email, emergency contacts, etc.)
- Absences (EAII, reporting, entering, etc.)
- Support system (who can they ask for clarification questions, etc.)