



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

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## **SCHOOL/DEPARTMENT:**

### ***Special Education Assistants***

## **ON-BOARDING PROCEDURES**

- Welcome/Introductions to office/department
- Mission/Vision-goals of the school/department
- Keys/Badge
- Tour of school/department (map, restroom, phone directory, working area, supplies, tools, personal belongings storage, etc.)
- Schedule/Job Duties (breaks, lunch, etc.)
- Review site/department Handbook (Emergency plan/drills, Mandatory training, injuries, etc.)
- Communication (website, email, emergency contacts, etc.)
- Absences (reporting, entering, etc.)
- Support system (who can they ask for clarification questions, etc.)