

Onboarding Engagement Guide



Week 1			Engage 30 Days	Develop 90 Days	Perform 6 Months
District New Hire Orientation		New Hire	Complete assigned compliance trainings	Participate in strengths training session	
Mission, Vision, Values, Brand District Strategic Plan (Talent) - Feel connected to the mission and vision of Life School - Understand how Life School Values guide our culture - Learn the 15 LifeLeader attributes and how to integrate them into every day learning and activities - Learn your Top 5 CliftonStrengths and practice self-reflection Campus Meetings - Tour of building - Meet with mentor and Instructional coach - Classroom setup expectations		Administration	- Walkthroughs & evaluation procedures - Campus norms & expectations - Parent-teacher conference support - PLC overview & expectations - TIA overview and expectations	- Checks for understanding (aggressive monitoring) - PLC check-in - ARD preparation and training	- Post & finalize grades independently for progress reports and report cards - Checks for understanding (aggressive monitoring) - Conduct PLC without the facilitation of Admin or Instructional Coach - Able to incorporate LifeLeader attributes into a lesson - Meet deadlines without reminders from administration - Find connections to the school community outside of the classroom
		Instructional Coach or Coordinator	- Lesson planning process, design, and support - Set up peer observations - Orientation curriculum resources - Intro to Google Drive/Canvas - Classroom technology walkthrough - Appropriate instructional models - Curriculum & Instruction resource navigation - Lesson Internalization - Resource Check-in	- Meet regularly with Instructional Coach - Participate in demo lessons or co-teaching - Content-specific, high-leverage instructional strategies - SHARS training (SPED) - Best practices in data - Classroom observations - Instructional standards	- Small group planning & implementation (elementary) - Lesson planning done independently in conjunction with curriculum guides - Support with data disaggregation and response to data - Independently use all components of Eduphoria - Fluent in the progress monitoring expectations - Know how to provide accommodations/modifications for SPED students - Use data from district assessments to inform instruction - Instructional Standards
		Mentor	Start of school mentor requirements completed from Mentor Program Manual	- Grading submission support - Complete monthly checklists with mentor	Complete monthly checklists with mentor
Q12	Q1: I know what is expected of me at work. Q2: I have the materials and equipment I need to do my job right.		Q4: I have received recognition or praise in the past 7 days. Q5: Someone at work cares about me as a person. Q6: Someone at work encourages my development.	Q3: I have the opportunity to do what I do best every day. Q7: My opinions seem to count.	Q8: I feel connected to the mission of Life School Q9: My coworkers are committed to doing quality work Q10: I have a best friend at work.
LifeLeader	Ethical Leadership: I understand organizational procedures. Financial Literacy: I know my benefit options and pay dates. Information Literacy: I know where to locate information needed to do my job.		Critical Thinking: I actively research to stay well-informed. Goal-Oriented: I have set realistic expectations for achieving my goals. Humility: I value others' input and I am responding well to their feedback. Resilient: I have a support system I can turn to for assistance	Citizenship: I actively volunteer and participate in trainings and PLC's. Effective Communicator: I respectfully speak up to share my needs and ideas. Self-Aware: I know my Top 5 CliftonStrengths and take time to reflect on what I do best. Self-Managed: I hold myself accountable to meet my responsibilities.	Collaborative: I understand team norms and seek to clarify expectations of myself and others. Global Perspective: I seek opportunities to make a positive impact on others. Problem Solver: I use resources available to me to meet expectations. Social Awareness: I adapt my behavior to meet the needs and concerns of others.
Life School Mission The Mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community. Life School Vision Every student is ready to learn, ready to lead and ready for life. Life School Values Build Trust, Value People, Continuous Improvement		Trainings	On-Demand Gradebook, Eduphoria, & Attendance	Year One Outcomes	
			- Discipline Procedures - TIA Training	- Knows & understands curriculum pacing guides and resources available - Knows, understands, & utilizes monitoring techniques - Knows, understands, & utilizes expected instructional strategies - Fully participates, contributes to, and/or leads in PLCs - Knows, understands, & utilizes LifeLeader attributes	
			- E-SPED (Sped staff only) - Standards-Based Grading (K-1st) - Data-Driven Decision-Making (Elementary) - CHAMPS, PBIS, BOY Screeners (Elementary) - Instructional Framework and Instructional Standards - Instructional Framework Training		
			- TEAMS, Eduphoria, Red Rover - Attendance Procedures		
					Q11: I have received feedback about my progress throughout the year. Q12: I have had opportunities to learn and grow this year.