



Name: \_\_\_\_\_

Position: \_\_\_\_\_

Directions: With the assistance of your supervisor and mentor, schedule and complete all activities on this document. Please put the date completed and any notes to describe the events. All tasks need to be completed and form returned to your supervisor within 90 school days of initial employment date.

- ☐ Meet with the Superintendent Date: \_\_\_\_\_
- ☐ Meet with the Special Ed Director Date: \_\_\_\_\_
- Who is your Supervisor
- MTSS & Itinerant role
- Finance of TISD & Section 53
- Scope of of TISD Special Ed Programs & Services for LEA's
- HPS Referral process
- LEA Relations
- ☐ Meet with the Monitor/Supervisor Date: \_\_\_\_\_
- Contract questions
- Staff evaluation process and Handbook
- Special Education Rules
- Snow Days/Sick Days/Personal Days
- Conferences/Budget (Supplies and PD)
- Calendar/Calendar Readjustment
- Assignment
- Service Summaries & PARs
- LEA Coordinator for your district
- ☐ Special Ed Welcome Packet Date: \_\_\_\_\_
- Who to call list & How to place a tech ticket
- Special Ed Contacts sheet
- Phone extensions
- Immediate Supervisor List
- Skyward Training Doc "How-To" Processes
- ☐ Assign a Mentor Date: \_\_\_\_\_
- Name: \_\_\_\_\_
- Introductions at the LEA
- Keys/Key Cards
- ID Badge/Business Cards/Mailbox
- Eligibility Process
- Caseloads/Medicaid Billing/Progress Notes
- License renewal/SCECHs
- Timelines - Illuminate Navigation
- The Referral Process - Child Find
- Permission to Screen Process
- Preschool duties & paperwork - COS, Battelle, Environmental Coding
- ☐ Technology Date: \_\_\_\_\_
- Gmail/Google Training
- Assign Phone Extension (TISD and LEA's)/Voicemail

- Laptop or iPad (Specfic to assignment)
- Software installed based on assignment
- Assign to appropriate ListServ
- Local District Connections to Wi-Fi and printer (Nathan Fitzgerald)

- ☐ Test Protocol's Ready (What is needed?)
  - See what is let behind by previous employee
  - Where are they stored?

Date: .....

- ☐ Other
  - Assign a Local District Mentor
  - Local Tech/Keys/Team
  - Snow day call list
  - Child Study process
  - Know the Town

- ☐ Other Activities assigned :

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

- ☐ All Activities completed

.....  
Signature of New Staff Member

Date: .....

.....  
Signature of Mentor

Date: .....

.....  
Signature of Supervisor

Date: .....