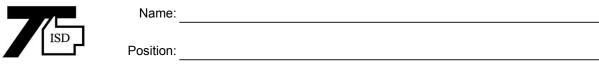
New Hire Checklist ITINERANT



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 inital employment date. Date: Meet with the Superintendent Date: Meet with the Special Ed Director 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

New Hire Checklist ITINERANT

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? Other Assign a Local District Mentor Local Tech/Keys/Team Snow day call list Child Study process Know the Town		Date:
Other Activities assigned :		
All Activities completed		Date:
Signature of New Staff Member		
		Date:
Signature of Mentor		
		Date:
Signature of Supervisor		