

## **GCH PROFESSIONAL / SUPPORT STAFF ORIENTATION AND TRAINING**

The Superintendent will establish a program to provide orientation for all new District employees. At a minimum, this program will cover the following items:

- Goals, objectives, and programs of the District.
- Personnel policies.
- Sexual harassment.
- Terms of employment.
- General disciplinary rules and procedures.
- Salary and fringe-benefit plans.
- Self-improvement opportunities.
- The evaluation program and name(s) of evaluator(s).
- Handling of body fluids.
- Child abuse reporting responsibilities.

The District shall set up and conduct appropriate orientation sessions for all new employees and transferred employees. Any needed costs of orientation will be favorably considered by the Governing Board for inclusion in each annual budget.

Educational materials concerning bloodborne pathogens including but not limited to the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and other pathogens, in the workplace will be distributed to new employees at the orientation session. The materials will include information regarding the employee's potential exposure to bloodborne pathogens, transmission of disease, and related information about health and safety in the workplace.

### **New Employee Orientation Program**

The primary goal of the Amphitheater New Employee Orientation Program (ANEOP) is to impact student success by increasing new teacher effectiveness. The program is designed to support and assist the new employee in becoming familiar with philosophies and programs which comprise the District's and schools' vision of student learning and success.

The ANEOP will include but not be limited to discussion of curriculum implementation, instructional skills, assessment strategies, classroom management skills, professional

expectations, orientation to District and school policies and procedures, and time for new staff to prepare their lessons and classrooms. The specific training curriculum will be coordinated among Career Ladder, School Operations, and building principals.

All certificated employees new to the District are required to attend four (4) days of training prior to the return of continuing teachers. The ANEOP will be structured to provide a balance of time among these activities. A minimum of the equivalent of one (1) full work day will be provided to new employees for planning and classroom preparation. Additionally, each principal shall formulate a staff development plan for teachers new to the District which totals sixteen (16) hours over the course of the school year. These expectations will be built into the new employees' contract.

Specific topics will be determined at the District and site levels following completion of an annual survey of certificated employees who were new to the District the prior year. All program offerings will be open to returning employees. The District will approve all hours spent in ANEOP training activities for recertification credit.

### **Returning Employee Orientation**

Returning certificated staff will report to school two (2) days prior to the return of students. The purpose of these two (2) days is to help all staff meet District and school goals as well as to provide time for preparation of classrooms. A minimum of the equivalent of one (1) full work day shall be provided to returning employees for preparation and planning.

Adopted: June 26, 2018

LEGAL REF.: A.R.S. 15-341

CROSS REF.: GDH - Support Staff Orientation and Training