



## Induction Program for Classified New Hire and Transferred Employees Program Completion Documentation Cover Sheet

Name \_\_\_\_\_ Assignment \_\_\_\_\_ Location \_\_\_\_\_

Mentor \_\_\_\_\_ Date \_\_\_\_\_

**Hrs. Logged for Prof. Growth Credit** \_\_\_\_\_ [Off contract time hours ONLY - not to exceed 12 hours. It is understood that you will probably spend more time than 12 hours with your mentor however, professional growth credit for off contract time during the experience is limited to 12 hours.]

Induction Activities	Date Completed	Signature: Mentor/Trainer
<b>Orientation</b>		
<b>Mentor Program</b>		
<b>Skill Blocks Training Program: (✓ &amp; register for sessions needed)</b>		
Assessment – Accountability / CSAP		
Athletics #1 – District reports		
Athletics #2 – Sub Varsity assigners		
Athletics #3 - Transportation		
Infinite Campus # 1- – Student entries/withdrawals		
Infinite Campus # 2 – Attendance		
Infinite Campus # 3 – Report cards		
Infinite Campus # 4 – Student records		
Infinite Campus # 5 – October count day		
DMS #1 – Library automation		
DMS #2 – Cataloging		
DMS #3 – WebMax/Science to Go		
DMS #4 – Overview at your library		
DTS #1 – Student Management system (SMS)		
DTS #2 – Microsoft Outlook and Windows (District E Mail)		
DTS #3 – Microsoft Office		
DTS #4 – Thin Client		
Financial Services #1 – IFAS		
Financial Services #2 – Reconciling, budget transfers, etc.		
Health Clerks - #1 Computer Training		
Health Clerks - #2 Immunizations		
Health Clerks - #3 Student Care in Health Office		
Health Clerks - #4 Health Office Management		
Human Resources #1 – Job postings, recommendations, etc.		
Human Resources #2 – Prof. dev. absence requests		
Human Resources #3 – Sub-Finder		
Student Services #1 – Second Language Learners		
Student Services #2 – Homeless		
Transportation #1 – Staff transportation/coordination		
Transportation #2 – Student transportation		
Transportation #3 – Policy and procedures: walk distance, space availability, field trip requests, etc.		
<b>Individual Reflection and Mentoring Time Log</b>		