

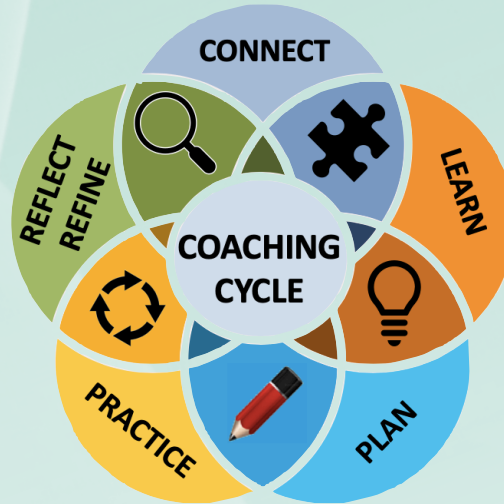
ONBOARDING PROGRAM

Orientation: To provide new employees with a “big picture” understanding of the district and site, its strategic plans and its initiatives. This is the perfect chance to assimilate new employees quickly in to the district by sharing expectations, making new employees feel comfortable and safe, and cultivating their enthusiasm as new members of the team. Orientation is comprised of two parts: 1) Orientation and 2) coursework containing time-sensitive information regarding benefits, pay, and more important policies and procedures.

Key Stakeholder Sessions: The objective of the key stakeholder sessions is twofold: first, new employees gain strong networks of support quickly and second, internal stakeholders sessions are structured so new hires learn about any potential opportunities, challenges and priorities. Both types of sessions lead to early engagement and a sense of belonging.

Peer Shadowing: New employees observe and interact one-on-one with high performing individuals in order to learn exemplary performance habits and to build relationships with these high performers.

Mentoring: All people benefit and grow through quality interactions with others. Mentorship strengthens capacity by cultivating the skills and knowledge of employees. Providing a mentor to new employees is a powerful way to create an environment where they feel comfortable sharing ideas and taking risks. This, in turn, increases outcomes and overall achievement.



EDD Website
goo.gl/WyPgCL



Onboarding Program Website
goo.gl/CP4ees



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ONBOARDING

Human Resources
Employee Development Department



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**MENTORSHIP, REFLECTION
& PLANNING**

3

**PEER SHADOWING
OPPORTUNITIES**

2

**KEY STAKEHOLDER
SESSIONS**

1

ORIENTATION

Onboarding Program

**Producing top talent through
engagement and connections right
from the start**

SBCUSD COMMUNITY ENGAGEMENT PLAN STRATEGY 2

Coaching and Mentoring

We will strengthen human capacity through systems of coaching and mentoring throughout the organization.

What is Onboarding?

Onboarding is the process of welcoming, educating, connecting and acculturating new employees. It helps assimilate new employees into work and team processes and into an organizational culture. It provides new employees with the necessary tools and resources to carry out their jobs and clear channels for ongoing knowledge acquisition and collaboration. It instills in new employees a sense of connection to individual, group, and organization goals and a drive to contribute. (welcome.mit.edu/managers#_ftn1)

Who Qualifies for Onboarding?

New Managers

All new site leaders and supervisors will receive an orientation, key stakeholder sessions, 1-1 site meetings, and a mentor or coach.

New Certificated Employees

Educators with a Provisional Intern Permit (PIP), Short Term Staff Permit (STSP), or those with an intern credential will receive an Onboarding Coach. Together, the new educator and coach will meet 1-2 hours per week, set goals, progress monitor, and reflect.

All other new certificated employees (speech language pathologists, counselors, etc.) will receive a district orientation and guidance around a site orientation, key stakeholder sessions, peer shadowing, and mentorship.

New Classified Employees

All new classified employees will receive a district orientation and guidance around a site orientation, key stakeholder sessions, peer shadowing, and mentorship.

New Hire Coursework

Online Onboarding Course

All new certificated and classified employees will receive important and time-sensitive information in an online course.

- Employee Benefits
- Payroll
- Safety & Emergency Management

Mandated Trainings

Each year all employees, both new and returning, must complete a series of Mandated Trainings through Vector Solutions (formerly known as Target Solutions.)

- Child Abuse: Mandated Reporter Training
- Anti-Harassment Training (SB1343)
- Sexual Misconduct in Schools
- School Bullying

