

New Teacher Onboarding for Success!

Goal: The purpose is to integrate new teachers into a school to increase engagement, understand the school's culture, and improve performance, readiness, and satisfaction. Build trust, arrive ready to ask questions and feel they are a part of your community.

How: A team of 3-5 school representatives will reach out to the new teacher over a period. It can be a phone call, email, or in person. Each rep reaches out at least once.

When: Start within a week of when they sign their contract to when they start in August.

What is purpose of each touchpoint:

- Welcome to the team: To express excitement for this teacher to join team and offer immediate support.
- Curriculum/Collaboration: Start preparing for their teaching assignment.
- School culture: Discuss annual school events and celebrations
- Technology: Familiarize with Renweb and other sites, databases that the teacher will be expected to use.

How to get started: Identify a coordinator and empower them to do the following.

Role of the Coordinator:

1. Identify the purpose of each touchpoint.
2. Identify the person who is the most knowledgeable about each touchpoint.
3. Set up a schedule for each touchpoint.
4. Keep track of the touchpoints.

Sample language for each touchpoint:

- Welcome to the team (**Principal**) To express excitement for this teacher to join team and offer immediate support.
- Curriculum/Collaboration (**Lead Teacher, Veteran teacher, same grade-level teacher, curriculum coordinator**) Start preparing for their teaching assignment.
- School culture (**VP, veteran teacher**): discuss annual school events and celebrations
- Technology (**IT department, coworker**) Familiarize with Renweb and other sites, databases that the teacher will be expected to use
- New Hire Preparation Checklist: Review the checklist and assign the person who has most of the answers. (**Principal, Secretary, AP, Business manager**)

Activity/Strategy	Completion date	Purpose	Leader
Ex: Phone call	May 15	Welcome phone call,	

Questions/comments/ideas/complaints: Contact Dr. Veronica Alonzo, valonzo@cathdal.org

Resources:

New Hire Preparation Checklist- located at forms.csodallas.org