INFORMATION BASICS FOR NEW FACULTY:
GETTING THROUGH THE 1ST TRIMESTER
New Faculty Orientation - Tuesday, August 7, 2012

A. THINGS TO DO AT THE BEGINNING OF THE YEAR
   1. Obtain access pass, office keys, ID card, parking pass, and laptop
   2. Complete all required forms for Human Resources
   3. Learn how to use Outlook (e-mail), Focus (student information system) and Moodle (course management)
   4. Learn how to use your office telephone
   5. Review the school calendar and class schedule

B. THINGS TO DO AT THE BEGINNING OF THE TRIMESTER
   1. Meet and develop working relationship with Mentor teacher
   2. Post Course Expectations and Syllabus on network Q drive
   3. Determine what to do in case of an Emergency (e.g. fire drill, lockdown) in assigned classrooms
   4. Determine Tutorial schedule and post Office Hours

C. THINGS TO DO BY THE END OF EACH CLASS DAY
   1. Submit class attendance report in Focus
   2. Go home at a reasonable hour and relax

D. THINGS TO DO DURING THE TRIMESTER
   1. Be alert to any student who is having academic difficulty - meet with the student, contact members of student’s Support Team, contact parents, request a parent/staff/student conference, etc.
   2. Attend Department/Discipline and New Faculty meetings
   3. Submit signed phone log to Department Program Assistant
   4. Learn how to post Leave in Beacon (payroll management)
   5. Learn how to use Naviance (college recommendations)
   6. Find out about MINI-TERM - between 2nd & 3rd Trimesters

E. THINGS TO DO AT THE END OF THE FIRST TRIMESTER
   1. Assign a grade for students in each course
   2. Write a comment on every student.