

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 421
SECTION:	RELATIONS		
PROCEDURE:	PROFESSIONAL STAFF ORIENTATION		

BACKGROUND

The Division believes that professional staff, new to the Division, have an obligation to become familiar with the mission, vision, values, goals, governance policies and administrative procedures of the Division. The Division further believes that it has an obligation to assist in this familiarization process.

PROCEDURES

1. Upon receipt of acceptance of employment, the Director shall forward to each new professional staff member a copy of:
 - 1.1 The current Collective Agreement;
 - 1.2 Such employment forms as are required to place the member on the payroll of the Division.
2. New professional staff members will receive an orientation from Division Office personnel at the beginning of the school term that includes reviewing Division mission, vision, values, goals, policies and administrative procedures.
3. Principals will assign a teacher mentor to teachers that are new to the teaching profession.
4. The Principal shall be responsible for acquainting new professional staff with the policies and procedures of the school within the first ten days of employment.
5. The Principal is also responsible for acquainting professional staff commencing employment during the school year with Division policies and administrative procedures.

Reference: Sections 85, 87, 108, 109, 174, 175 Education Act

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