

 **Campus-Based Staff Supervisor Checklist
 2023-2024**

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| **Employee Information** |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **CBS Tasks** |

**Pre-Start Date**

* Send welcome email to new staff member with Orientation schedule and on campus start date/time.
* Contact district contact or campus principal to arrange for ISD name badge, CIS room key, ISD email and database access *(****For AISD staff:*** *Confirm that a request for AISD A# & eCST access is in motion w/Maria R.)*
* Communicate on campus start date for new staff member with campus admin and district contact.
* Reach out to campus admin to secure initial meeting.
* Confirm with admin if there are meetings or items that need to be added to new staff members onboarding checklist *(i.e., PD training days, 1st Student Support Team Meetings, etc.)*
* Confirm with campus admin that a CIS space has been secured for the year.
* Build into your onboarding schedule for new team member time/activities to help you get to know them better.

**Post-Start Date**

* Set up regular supervision schedule & Review supervision standards and Template with new staff.
* Review Transition document left by Previous Program Manager and schedule time to review with new staff member.
* Support staff with purchasing supplies and/or furniture for CIS space
* Complete regular monitoring check for training completion and completion of New Hire Checklist tasks
* Set aside time to review & reinforce timesheet, mileage, and other finance procedures (DIVVY & Amazon) following trainings.
* Review important folders in Members Only with new staff member.
* Review CIS Program Meeting structure & populate dates in Outlook Calendar
* Set Outlook Email signature (*Instructions found in Members Only*)
* Review District specific crisis protocols, procedure, and paperwork
* Support new staff in creating systems to track deadlines, student services, snack reporting, etc.
* Review Strengths Finder results with new staff member
* Explore the need to order business cards *(Provide business cards to key stakeholders on campus: Principal, Assistant Principal, Counselors, etc.)*
* *Explore Microsoft Teams (channels, UT SMS-phone/text feature)*
* Register staff for the next Communication Crash Course in Auzmor under “Events” tab
* Confirm new staff registration for CIS Race Equity Institute
* Connect new staff member to at least 2 job shadow opportunities
* Walk through Campus Plan process & Provide sample campus plan for reference (***Program Managers Only***)
* Plan introductory meeting(s) and/or presentation of CIS team and program with new member to ensure campus knows who CIS is, and what CIS does (***Program Managers Only***)
* Ensure Completion of CISU Site Coordinator Training & save a copy of certificate in folder under Common (***Program Managers Only***) S:\Shared Folders\Common\Program Leaders Campus Based Services\Site Coordinator Certificates\2023-2024
* Complete new employee observation
* Complete 90-day Review

**New Campus Openings (*If Applicable*)**

* Set meeting with campus admin and/or district contact to discuss CIS model, expectations for years 1, 2 and 3.
* Confirm with admin that a space has been secured for CIS and any restrictions to the use of space/supplies.
* Discuss new campus opening budget and share sample supply list with new staff.
* Order basic office supplies & furniture (i.e. desk, chair, printer, paper, pens, etc.)
* Explore new staff vision and plan for building the CIS space and place orders for items.

**Verification of Completion:**

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**Employee Signature Date Supervisor’s Signature Date**

**New Employee Onboarding Process**

* **The onboarding process is designed to provide a consistent experience for all new employees.**
* The process is designed to welcome new employees and demonstrate our culture.
* The process informs new employees about who we are and what we do, as well as set expectations.
* The checklist relieves supervisors of any guesswork around how to onboard/orient new employees.
* The new employee’s supervisor is responsible for executing the onboarding process.
* The completed checklist is due at 90 days with each new employee’s first Quarterly Pulse.