



Department: Human Resources
Policy Number: HUM-A018
Effective Date: 2/23/09

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

PROFESSIONAL STAFF ORIENTATION

As part of in-processing, all certified staff will participate in a district-level orientation program. The program includes but is not limited to employee certification, benefits, and professional development guidelines.

The building principal assigns a mentor teacher to every new teacher (one teaching for the first time in the Clarksville-Montgomery County School System) upon assignment of a new teacher to the staff. The mentor teacher monitors the new teacher in acclimating to the teaching profession and the school system, and the school.

The building principal orients all teachers with evaluation procedures and standards during the first two weeks of their assignment to their respective building. Each teacher is advised as to who observes and evaluates his/her performance. No formal observation takes place until orientation has been completed. The consulting teacher, academic coach, and/or mentors assigned to teacher are not involved in the evaluation of the new teacher.

Implementing Procedures: In-Processing Procedure ([HUM-P003](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/04/05		Initial Release
2/23/09	A	Add new first paragraph, and the school at the end of second paragraph, and academic coach, and/or mentors assigned to teacher in last sentence of policy. Add implementing procedure.

***** End of Policy *****