

TULSA PUBLIC SCHOOLS

NEW HIRE CHECKLIST FOR CERTIFIED EMPLOYEES

Below are all of the items newly hired certified employees will need to complete in their first school year with Tulsa Public Schools. If you have questions, please contact your school leader or Talent Management.

PRE-EMPLOYMENT REQUIREMENTS				
NEW HIRE PAPERWORK & ONBOARDING				
<p>Gather the following documentation:</p> <ul style="list-style-type: none"> ✓ Multiple forms of ID (options might include: driver's license, social security card, birth certificate, and/or passport) ✓ Original Oklahoma teaching certificate (perforated portion at bottom) ✓ If you are asked to bring an official transcript: <ul style="list-style-type: none"> • Electronic copies must be emailed directly to the Specialist who contacted you to come in to the Employee Service Center (ESC) • Physical copies must be provided in registrar-stamped, sealed and unopened envelope <p>On the day of your onboarding appointment, bring your documentation to: Tulsa Public Schools Employee Service Center Talent Management - 3rd Floor 3027 S New Haven Ave, Tulsa, OK 74114</p>	Due Date(s)	Required	Optional	Contact
	Before reporting to work	✓		Talent Specialist
BACKGROUND CHECK				
<p>While at the ESC for your onboarding appointment, you will have your fingerprints taken as part of the background check process.</p> <ul style="list-style-type: none"> • All employees need to pay \$53.94 for fingerprints. • Your Talent Management Specialist will advise you if you need to bring payment or if you will be able to have the cost of fingerprints deducted from your first paycheck(s). 	Before reporting to work	✓		Talent Specialist
DRUG TEST				
<p>Completion of a drug test by urinalysis is required within 24 hours of your in-person onboarding appointment. Your Talent Management Specialist will provide testing location information.</p>	Within 24 hours of onboarding appointment	✓		Talent Specialist
NEW TEACHER ORIENTATION				
<p>Orientation includes an overview of Destination Excellence, access to the district's online resources, ID badge creation, and a benefits overview. Sessions are offered multiple times leading up to New Teacher Induction. You will be able to sign up for an orientation class when you visit the Employee Service Center for fingerprints and background check.</p>	Before New Teacher Induction	✓		Office of Professional Learning
BENEFITS ENROLLMENT				
<p>Within the first 30 days of employment, you will need to sign up or opt out of the following insurance options:</p> <ul style="list-style-type: none"> ✓ Medical, dental, vision, and/or state life insurance (optional) ✓ Waiver of Participation (optional) ✓ District Life Insurance (required) ✓ Other optional insurance policies provided by American Fidelity Investments (required) ✓ Enrollment for certified employees is by appointment only; appointments are set up during your orientation class. 	Within first 30 days of employment	✓		Compensation and Benefits

NEW TEACHER INDUCTION

New Teacher Induction is a week-long overview of district programs related to classroom management, social emotional learning, and building relationships with students. Sessions also include deep dives into subject areas content and lesson planning to help prepare you for the upcoming school year. Sign up takes place during New Teacher Orientation.

Due Date(s)	Required	Optional	Contact
August (before all teachers report back to school)	✓		Office of Professional Learning

STATE-MANDATED COMPLIANCE COURSES

All employees are required to complete the following state-mandated compliance courses. Once you are hired, you will receive a notification from Frontline Education to create an account. We strongly encourage you to use your 5x2 and network password in your account creation. Additional instructions for accessing the courses will then be shared with you.

- ✓ Bloodborne pathogens
- ✓ Child abuse and reporting
- ✓ FERPA and HIPAA
- ✓ MSDS Hazardous Communications
- ✓ Workplace safety (secondary school only)
- ✓ Title IX
- ✓ Drug and Alcohol Free Schools
- ✓ Bullying Prevention
- ✓ Race and Ethnic Education
- ✓ Digital Teaching and Learning

Before school starts	✓		Office of Professional Learning
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ANNUAL EVALUATION AND SURVEYS

PROFESSIONAL LEARNING FOCUS PLAN

All teachers in the state of Oklahoma are required to complete a Professional Learning Focus Plan. This plan allows teachers the opportunity to individualize their own growth and development over the course of the school year and collaborate with their evaluator to take advantage of available resources.

Due Date(s)	Required	Optional	Contact
Professional Learning Focus Plan Due by the end of first quarter	✓		Principal or supervisor
Professional Learning Focus Plan Checkpoint with evaluator Due by the end of second quarter			

PROBATIONARY TEACHER EVALUATION

Probationary teachers are required to complete three observations and one evaluation.

Please note: Prior to your conference date, you will receive a shared document from your supervisor that includes an overview of what will be covered.

Observation #1 Complete on or before the last day of the first quarter	✓		Principal or supervisor
Observation #2 Complete on or before the last day of the second quarter			
Observation #3 and final evaluation Complete on or before the last day of the third quarter			

FALL SURVEYS

	Due	Required	Optional	Contact
Panorama Student Social-Emotional Learning (SEL) Survey - your site coordinator will coordinate the survey. Your role is to help ensure that all students participate.	1 st Quarter	✓		School site survey coordinator
	Panorama Teacher Social-Emotional Learning (SEL) Survey	1 st Quarter	TBD	
Panorama student and teacher perception surveys <ul style="list-style-type: none"> • Student surveys are required for teachers in grades 3-12. • You will select one class to be surveyed. • Teacher survey has two parts - both must be completed. 	2 nd Quarter	✓		

SPRING SURVEYS

Panorama Student Social-Emotional Learning (SEL) Survey - your site coordinator will coordinate the survey. Your role is to help ensure that all students participate.	Early Spring	✓		School site survey coordinator
Teacher perception surveys	Early Spring	✓		
Student perception surveys	Early Spring	TBD		

OTHER REQUIREMENTS AND DEVELOPMENT OPPORTUNITIES

NOVICE TEACHER EXPERIENCE

	Due Date(s)	Required	Optional	Contact
Ongoing learning experiences via the Novice Teacher Experience take place monthly throughout the school year	<u>2019 – 2020</u> <ul style="list-style-type: none"> • September 21 • October 12 • November 9 • December 7 • January 25 • February 8 • March 7 • April 4 	✓		Office of Professional Learning

DISTRICT-WIDE PROFESSIONAL DEVELOPMENT OPPORTUNITIES

On scheduled professional development days, core teachers will participate in on-site development. Academic content managers and/or department directors may offer specialized afternoon professional learning sessions specific to the needs of non-core teachers.	<u>2019 – 2020</u> <ul style="list-style-type: none"> • August 15-20 • October 14-15 • February 18 		✓	Office of Professional Learning
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COHORT COLLABORATION & LEARNING SESSIONS

After school cohort collaborations are set up by instructional mentors and meet both face-to-face and virtually. Sessions will vary by cohort but could include up to 30 hours over the course of the school year.	Dates vary by cohort		✓	Your instructional mentor
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TEST PREPARATION FOR EMERGENCY OR ALTERNATIVELY CERTIFIED TEACHERS

Optional test preparation sessions and materials are available for emergency and alternatively certified teachers. Contact the Office of Professional Learning to learn more about these opportunities.	Varies based on your Individualized Certification Plan		✓	Office of Professional Learning
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