

Lamoille North Supervisory Union Protocol for onboarding virtual staff



- Provide a link to the School Student handbook
- Provide the Virtual Staff the link to the District's case manager manual /VT AOE Procedural manual
- Set them up with school emails
- Inform faculty either at a faculty meeting or email of the new virtual special ed teachers names so they know to respond when emailed by them
- Provide virtual staff the link for the VT special ed Rules and the new parent input letter and form
- Review all special ed forms with them
- Provide contact info for the OTs SLPs and PT
- Provide contact (email) for special educators and classroom teachers- *perhaps schedule a meeting to introduce them virtually to the Sp. Ed team*
- Invite them to monthly Case Manager meetings

- Determine what services they will be providing: check in with them to see what content they are most comfortable with
- Make sure they have the paras contact info that they will be collaborating with
- Make sure parent info in docused is current so they can connect with them
- Connect with CO admin asst. to get them docused access
- Check on virtual platform needs
 - Is there an app that needs to be downloaded on student devices?
- Connect them with Medicaid clerk for Medicaid training
- Develop their caseloads and meet with them to review students
- Schedule a time for training in Docused
- Schedule a time to review special ed Rules
- Set up a schedule (weekly or bi-weekly) to meet with the virtual professional for Q&A session; problem-solving; technical guidance, etc