


Welcome to New ESP Employee Orientation- August 14, 2023

Event Title	Save the Date(s)	Topic(s)	
<p><i>New ESP Employee Orientation</i></p> <ul style="list-style-type: none"> <i>If your contracted time is less than a full day, additional hours of attendance are voluntary</i> <div style="text-align: center;">  </div> <p style="text-align: center;"> Bit.ly/D11Survey <i>Case Sensitive</i> </p>	August 14, 2023	Time	Topics
		6:00 to 7:00	Voluntary Early Bird Laptop Distribution
		7:00 to 7:45	Voluntary Breakfast
		7:45 to 8:15	Welcome from Superintendent Gaal/CAO Acevedo
		8:15 to 8:30	Welcome from ESP President Kevin Cook
		8:30 to 9:30	Technology Basics: How to Use D11 Technology
		9:30 to 9:45	Break
		9:45 to 10:45	Human Resources, Navigating PeopleSoft Self-Service, Calendar, and TCP
		10:45 to 11:00	Payroll
		11:00 – 11:15	Security
		11:15 to 12:00	Lunch
		12:00 to 12:30	My Benefits and EAP
		12:30 to 2:00	Breakouts: My ESP Evaluation, Para-Educators Schoology, How to Navigate Essential Trainings, ESP Meet and Greet
		2:00 to 2:15	Break
		2:30 to 3:00	PERA Retirement and Q&A
3:00 to 3:30	Closure, Reflection & Survey		



<p>New ESP Job Specific Training</p> <ul style="list-style-type: none"> • <i>If your contracted time is less than a full day, additional hours of attendance are voluntary</i> • Occurs on a variety of District training days • Half or full Day Attendance • Online Essential Trainings can be completed during this time 	<p>August 10 & 11, 2023 OR as planned & scheduled by department supervisors</p> <p>October 13, 2023</p> <p>January 3, 2023</p> <p>March 15, 2024</p>	<p>New ESP Employees ONLY- Please discuss training times with your supervisor.</p> <p>Site Specific Orientation</p> <ol style="list-style-type: none"> 1. Required Attendance for new employees 2. Occurs as employees arrive to the department 3. Supervisors develop and implement a new employee training based on immediate job specific, “Need to Know” items 4. Potential Topics: <ul style="list-style-type: none"> ○ Where to park ○ How to get your District ID ○ Provide keys ○ Where to put personal belongings ○ Where to clock in and out ○ Introduce to teams ○ Safety First expectations ○ Break and Lunch times
<p>Existing ESP Job Specific Training</p> <ul style="list-style-type: none"> • <i>If your contracted time is less than a full day, additional hours of attendance are voluntary</i> • Occurs on a variety of District training days • Half or full Day Attendance • Online Essential Trainings can be completed during this time 	<p>August 10 & 11, 2023 OR as planned & scheduled by department supervisors</p> <p>October 13, 2023</p> <p>January 3, 2023</p> <p>March 15, 2024</p>	<p>ALL ESP- Please discuss training options with your supervisor.</p> <p>Job Specific Training</p> <p>Training is Under Construction to align with ESP Job Families. Examples of topics of trainings may include:</p> <ol style="list-style-type: none"> 1. Who are my “GO TO” support staff? 2. What are my “Must Know” of this role/position? <ul style="list-style-type: none"> ○ Content Knowledge ○ Policies/Laws/Facts ○ Personal and Environmental Safety 3. Develop skills and practices of employees <ul style="list-style-type: none"> ○ How do I do this task? Where can I go to learn? ○ What resources do I have to refer to? 4. How do I manage District technology, equipment, and data? <ul style="list-style-type: none"> ○ How do I manage personal and professional data? ○ How do I operate this piece of technology or equipment? ○ How do I complete this online work task? 5. Continued learning as determined by the trainer(s)