

Building Orientation Checklist: August Induction Information

This information is pertinent to ensure you are set up for a successful year in the West Chester Area School District

Discuss the topics below with your building administrator (or designee) and mark them complete.

Gain an overview of your building team and supports

- Professionalism and professional responsibilities (annual HR & safety modules, etc.)
- Support services
- School Counselor
- MTSS Process
- Professional Learning Communities (PLCs)
- Schedules - master, duty, early dismissal, etc.
- Nurse
- Psychologist
- Department Chair/Grade/Team Level Leader
- Reading Specialists, EL Specialists, Case Worker
- Math Specialist, if applicable
- Instructional Coach
- Gifted Resources Teacher(s)

Be sure you know...

- How to access and [use Frontline](#) to request a sub
- Cafeteria/lunchroom procedures
- Who to see for supplies/materials
- Who to see for keys/fob
- How to refer students for guidance services
- Grading and report card procedures
- How to request pre-approval & reimbursement for graduate courses
- How to prepare for Parent Open House
- Student arrival & dismissal procedures
- Discipline procedures
- Safety Drill Procedures
- How the MTSS process functions in your school

Check each resource/material as they are received:

- Curriculum guides
- Textbooks/core resources & supplemental materials
- Student handbook
- District calendar
- Grade book
- Classroom supplies
- Class lists & Schedule/Duties
- Keys & Fob
- Attendance forms
- Inductee handbook

Discuss the following topics with your mentor. Mark when complete.

Opening Procedures - Discuss with mentor

- Opening day and first week schedules
- Copy of all resources to be distributed to students, and a plan for when & how to distribute them
- Preparation of syllabus/classroom guidelines to be sent to students' parents
- Open House schedule

Technology services - discuss with mentor

- Use of Copiers
- PowerSchool & PowerTeacher
- Performance Matters
- Email
- Chalk
- Schoology
- LinkIT!
- Google Drive
- Seesaw (Elementary)
- Office 365 (Secondary)
- My Learning Plan (MLP)
- PA-ETEP
- Frontline
- IEP Writer - [Directions for Regular Education Teachers](#)

During your building tour - check off or write N/A if not applicable.

- Administrative offices
- Special Subject classrooms
- Library
- Auditorium/Gymnasium
- Technology Support Office
- Material storage areas
- Lunchroom
- Playground
- Mentor's classroom
- Reading Specialists
- English Language Specialists
- School Counselor's Office
- Nurse's office
- Faculty lounge
- Faculty restrooms
- Faculty parking area