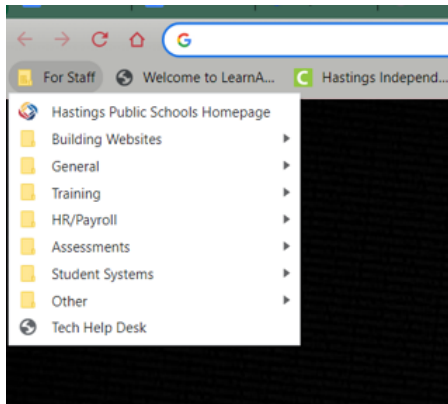


Technology Checklist

1. Log into the school issued device without any problems.
-Have they found the “For Staff”? This is a quick way to find numerous folder with information any staff member may need.



2. Log into **Schoology** (secondary). Any questions?
3. Log into **Seesaw** (elementary). Any questions?
4. Do they have any other digital platforms needed for their area? Accessible?
5. Log into **Infinite Campus**
6. **Email: (@isd200.org accounts)**
Are you able to access?
7. **IONs**: How to submit copies and discuss the 2 or 3 day turn around to get copies returned to your building
8. **Technology problems?**
Use this handy document for a list of contacts to help you! [Where to find the Answer?](#)
9. **Employee ID Badge**
Have one? Great! If not, please email Andrea Seleski

District Checklist

1. **Benefits Paperwork**

Double check if there are any questions they may have. Tonia Wood would be the contact person with any questions.

2. **Education Minnesota - Hastings** is our local teachers union. Lori Best is our Union president.

Ask if they have any questions about the union.

Who is your Union contact staff member in your building?

3. Safeschool online training

Check to ensure they received the email invitation to complete these modules.

Completion dates: September 15th

4. TSN one pager found in your Union care package

[TSN \(Teacher Support Network\) meeting](#) schedule

-Kristen Gullicks and Katie Matzek will be the facilitators for these meetings.

-Mentors can find the link attached to the monthly mentor checklist and in our peer coaching/mentoring shared drive.

-Staff hires with less than 5 years experience will be required to attend these monthly meetings (TSN engagement is a contracted item) Other staff members will be invited but not mandatory.

-January meeting. All mentors and mentees will be invited to attend.

Specific Building Checklist:

1. Building access

Security Code/Sign-in and out procedures

Building hours

2. Schedules

Start and end times

Duty hours

3. Building tour:

Where is the closest adult bathroom?

Where do we eat lunch?

Who is on my curriculum team? Where are their rooms?

Mail/Copy room procedures

Classroom supplies - What is the procedure to request items?

Secretary introductions - if possible, outline how they can help our new staff!

Custodian introductions- if possible; same as above:)

-
- ☐ Create and establish a community of support
 - ☐ Check in with your mentee as often as needed (emails, text, etc. work great!)
 - ☐ Half day observations. New staff will have the opportunity to observe other staff members in your building. Please help them set up these observations and enter absence.