PROGRAM B



The Model Work Standards Project

What areas of the MWS does the problem fit into? What strengths or practices are in place to support your goal?

3.5, 3.6, 3.7: Job descriptions, at the time of hire activities and orientation BEFORE beginning teaching responsibilities

Group members: all staff, Ashley acting as a liaison with church staff and new administration

How the group prefers to meet:

Ashley will email, text as needed, and drop in to the program when needed.

Ashley will communicate primarily with Laurie/Mikki and Pastor Robert via email

GOAL: What is it you want to achieve 3-6 months from now?

Staff prefer that new hires go through the full orientation process before being in classrooms – *If new hires go through full orientation prior to being in the classroom, existing staff will be less stressed and newer staff will be more prepared and understand the philosophy of the program.*

Who else needs to be involved?

-Laurie/Mikki/Pastor Robert

-interim administration

-all staff for input and planning (each classroom that wants to prepare specific orientation materials for new hires has their own action plan to accomplish that goal)

Identify Resources:

After interim admin is hired, we may need to purchase specific books, training access (i.e. Reggio, Conscious Discipline trainings, etc.) TBD

What actions do we need to take?

-AA will email Pastor Robert to get in the loop with interim administrator (achieved)

-AA will connect with Mikki/Laurie to communicate the plans (achieved)

-AA will work with new admin (as possible) to communicate the staff request and help build/fill in orientation process based on staff input (Achieved - new admin is Nikki)

Next check in date: February 1 - AA has received orientation materials from multiple classrooms

March- AA reviewed videos, materials sent. Program is still looking for admin.

April/May- interviews are happening, will transition to working with new administrator