

Student Safety Contacts



Student Safety Contact Information

Building Phone Numbers

Nordonia High School	330-468-4601
Nordonia Middle School	330-467-0584
Lee Eaton Intermediate School	330-467-0582
Ledgeview Elementary School	330-467-0583
Northfield Elementary School	330-467-2010
Rushwood Elementary School	330-467-0581

Make an anonymous report -*Safer OhioTipline*.....1-844-723-3764
(1-844-SaferOH)

Student issue/concerns.....Principal, Associate Principal, or School Counselor, Teacher

Mental Health and WellnessSchool Counselor

Concerns about substance use or misuse.....School Counselor

Concerns regarding student access to basic needs such as food, shelter, clothing, etc.....School Counselor

Safety-related concernsBuilding Principal

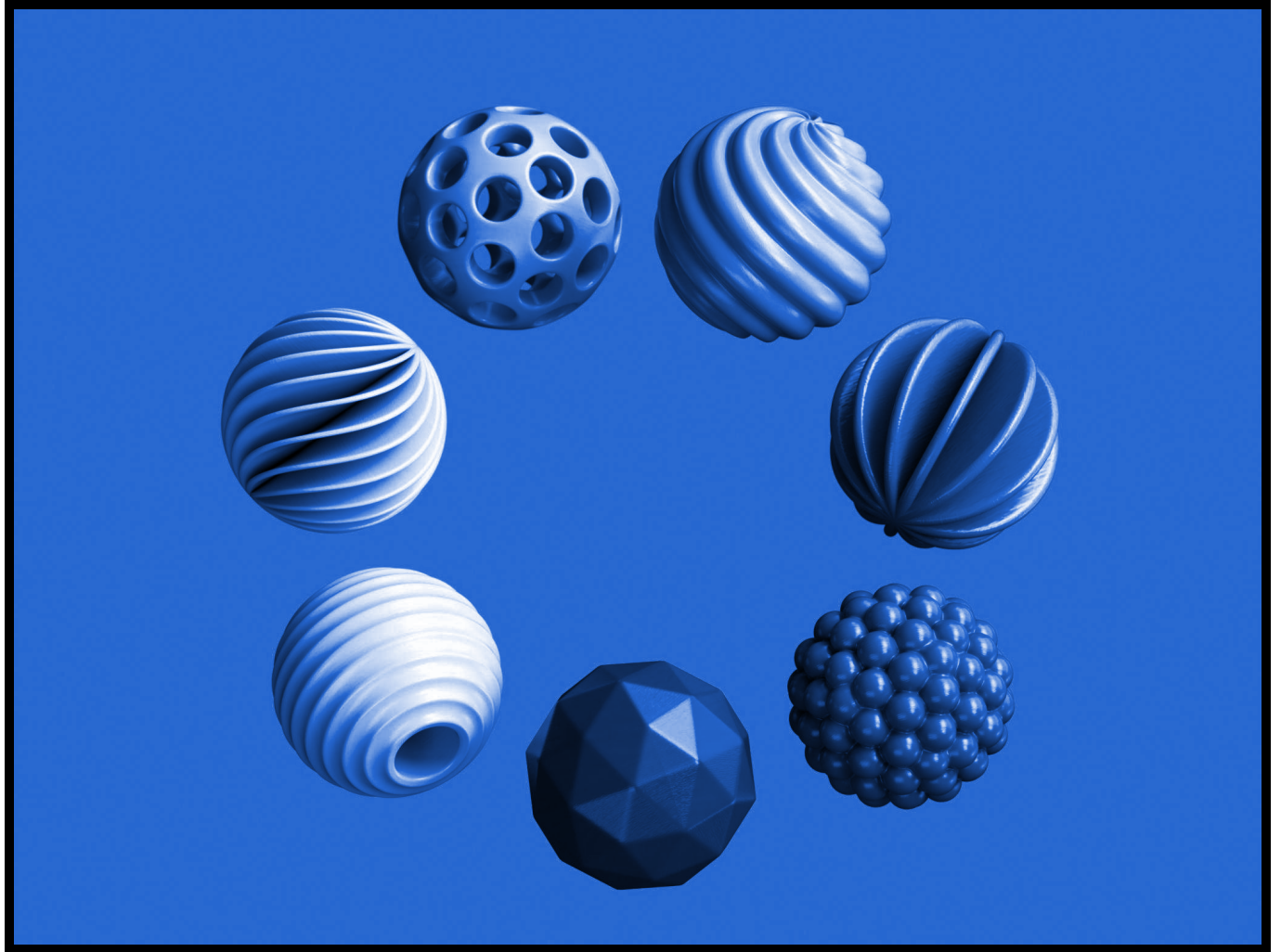
Overview

Nordonia Hills City School District

Onboarding guide •  Date

Welcome!

Add a brief welcome message. Example: We're thrilled to have you join our team! This onboarding guide is designed to help you get started and feel right at home at [Company]. Inside, you'll learn about our unique company culture and technology. You'll also find your new hire checklist, important resources, and valuable tips to help you thrive. We're here to support you and ensure a smooth transition. Let's get started!



What is in this guide?

Link	Description
<u>About us</u>	A brief introduction to the company that highlights its mission, values, history, culture, and achievements.
<u>Access and technology</u>	Instructions for how to access company systems, set up accounts, obtain necessary software or hardware, and connect to networks.
<u>New hire checklist</u>	Checklist to guide people through essential onboarding tasks such as reviewing policies, completing paperwork, and attending orientations.
<u>Resources</u>	Links to vital resources such as company handbooks, training materials, and support information.

PREPARE FOR THE EDUCATION CAREERS

- Research our Nordonia community.

- About Nordon Hills City School District
- Nordon Hills City School District State Report Card
- [Where in the World is Nordon?](#)
- Communities served by Nordon Hills City School District
 - Boston Heights
 - Sagamore Hills
 - Northfield
 - Northfield Village
 - Macedonia
- Ensure your resume is polished and up-to-date.
 - Consider having your resume proofread prior to submission.
- Dress the part. Be sure you will look your professional best on the day of the job interview(s)!

CAREER FAIR RESOURCES

- [Candidate FAQs](#)
- [Interview Cheat Sheet](#)

JOIN THE SOUTHWEST OHIO/NORTHERN KENTUCKY EDUCATORS LINKEDIN GROUP

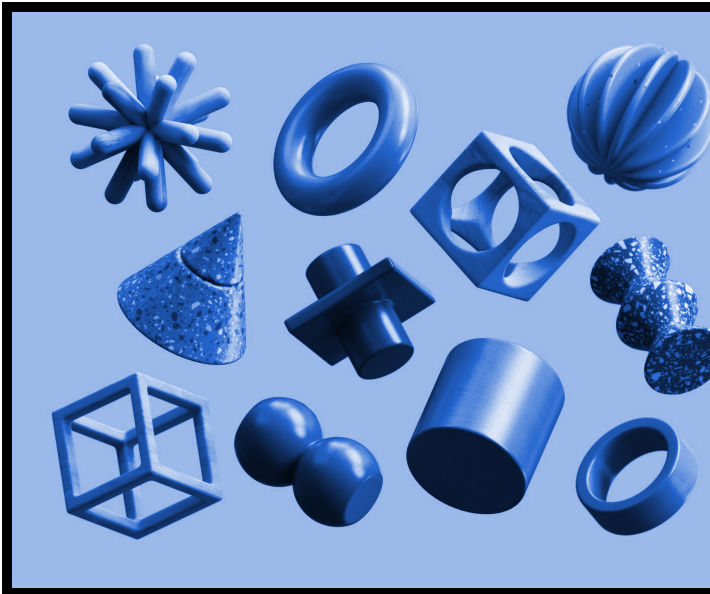
Connect with employers seeking educators and other positions within a school setting by joining the [Southwest Ohio/Northern Kentucky Educators LinkedIn group](#). See below for resources helpful for building a strong LinkedIn profile and making the most of this group:

- [The LinkedIn Profile Checklist](#)
- [The 31 Best LinkedIn Profile Tips for Job Seekers](#)
- [5 Ways to use LinkedIn Groups for Job Search Success](#)

About us

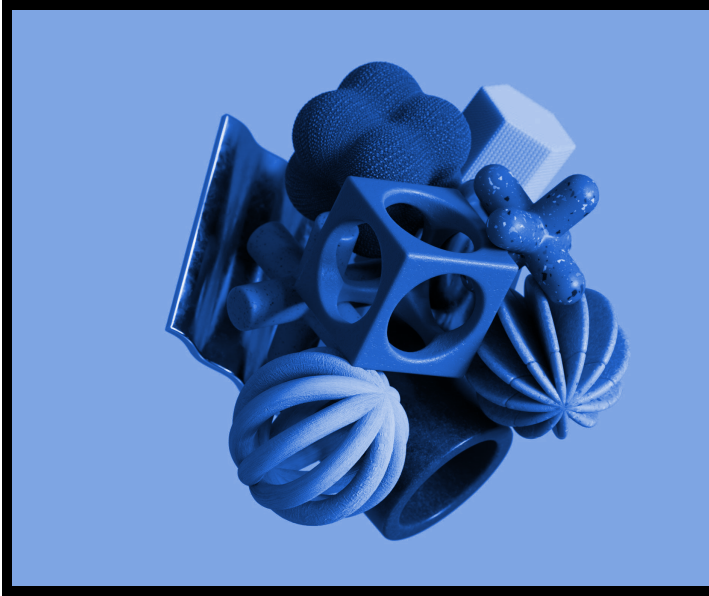
About us

Our team



Who we are

Describe the organization at a high level. Include what the organization is passionate about and how it has a positive impact.



What we do

Describe the organization's expertise, practice, and strategy. Include the company background and provide examples of products or services.

Our mission

Add the company's mission, including its ideal vision for growth

Our values

01. Add value

Describe why this value is important and how it's practiced

02. Add value

Describe why this value is important and how it's practiced

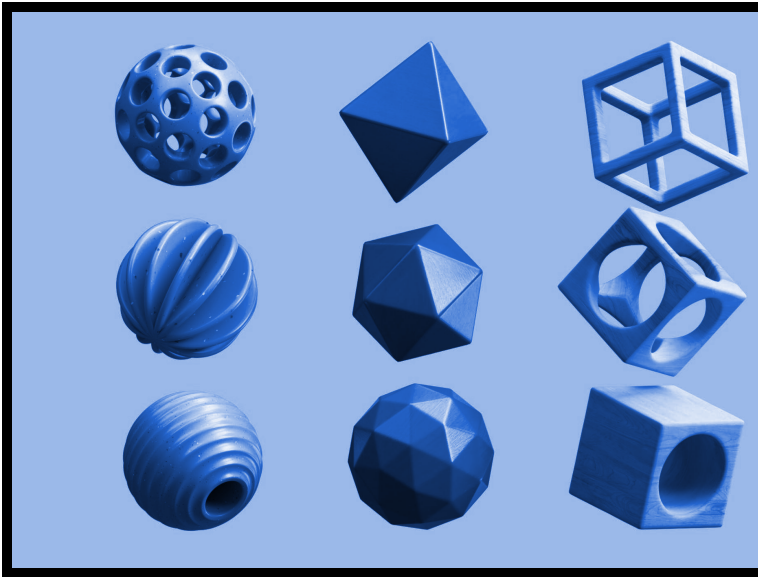
03. Add value

Describe why this value is important and how it's practiced

Access and technology

Access and technology

Account setup



Set up your account

- List steps to set up an account
- Describe each step in detail using sub-bullets as needed
- Add links to files by typing @

Account resources



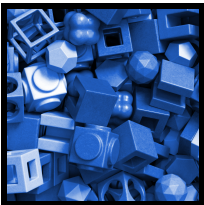
My dashboard

Edit or view your employee information and benefits. [Learn more](#)



People search

Create your employee profile and search for other employees. [Learn more](#)



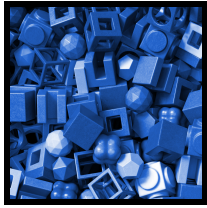
IT portal

Submit technology-related tickets for support. [Learn more](#)



Expense report

Submit business and travel expenses. [Learn more](#)



My performance

Review and track your performance growth over time. [Learn more](#)

New hire checklist

New hire checklist

Your tasks

My dashboard

- ☐ Complete orientation program
- ☐ Review your personal information
- ☐ Set up how you get paid
- ☐ Explore and choose your benefits
- ☐ Complete your assigned training

Employee profile

- ☐ Upload a photo to your employee profile and add details
- ☐ Find your team and familiarize yourself with their roles and expertise

IT portal

- ☐ Visit the IT portal to get your employee badge and necessary equipment



My performance

- ☐ Work with your manager on assignments and expectations

Resources

Resources



Account setup

Role	Name
Owners	 Person
Approvers	 Person
Contributors	 Person
Informed	 Person

Onboarding FAQs


1. Add a frequently asked question

Provide an answer to the question. Include links to helpful resources and tag team members to contact for help.

- Resource  File
- Point of contact  Person
- Add notes



2. Add a frequently asked question

Provide an answer to the question. Include links to helpful resources and tag team members to contact for help.

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