



Welcome to the San Juan BOCES

Day 1

8:30 AM - 9:00 AM: Welcome and Introductions

Meet and greet with ED, Business Manager and Director of ESS

9:00 AM - 10:30 AM: Human Resources Session

Completion of necessary paperwork

Overview of benefits, policies, and procedures

Employee Handbook Review

10:30 AM - 10:45 AM: Break

10:45 AM - 12:00 PM: Technology

Issue all Computers

Login

Tech Agreements

Dashlane

BOCES Google Suite

12:00 PM - 1:00 PM: Lunch Break

1:00 PM - 3:00 PM: **Technology**

Setting up email and other communication tools.

Calendars

Website Tools

3:00 PM - 3:15 PM: Wrap Up and Q & A



Day 2: Special Education and ESS Technology

8:30 AM - 12:30 PM: Overview of Special Education Process in Enrich at SJB

8:30-9:00 Welcome and Introductions

9:00-11:00 Walk through IEP meeting types and Roles & Responsibilities

11:00-12:00 Set up your caseload in Enrich

12:00-12:30 Q&A