

Craven County Schools Late Hire Orientation 2025-2026

All Alternative Licensure Late Hires employed with Craven County Schools will participate in a 10 day Comprehensive **Orientation** at the school-level **before** they begin in the classroom. This Orientation Process will be facilitated by the District Beginning Teacher Support Program Coordinators, the Principal and the Mentor Teacher. Mentors and new teachers should keep a copy of this completed form for their own records. This checklist should be completed within the first 10 days of employment, but may take longer depending on individual school needs.

Teacher: _____ **Start Date:** _____

School: _____ **Teaching Assignment:** _____

Assigned Mentor: _____

District Level	Date Completed	Signature of Staff
District Beginning Teacher Coordinators Onboarding: • Policy/BTSP Plan • PIE/BT Store • Leave and Benefits • Curriculum Overview/Support Services • Who's Who		
School Level	Date Completed	Signature of Staff
Meet Assigned Mentor: • Be sure the BT Support Agreement is signed by the mentor, mentee and principal • Tour the School to Meet Staff • Set-up a calendar of possible meeting dates and discuss areas of potential needs		
Meet administrative team & grade level team members		
School administrators must complete the <i>Teacher Performance Evaluation Orientation</i>. Orientation must include the following: • Provide teacher with copy and/or link to the <i>Rubric for Evaluating North Carolina Teachers</i>. • Share schedule for completing all components of the evaluation process • Provide training on the Evaluation Process • Participate in Introduction to the NC Teaching Standards • Complete the NCEES Self-Assessment and Develop the Professional Development Plan (PDP) Administrator observes within the 1st 20 days of hiring for feedback not to be recorded for evaluation, but for support moving forward. • Identify early areas of support to be communicated to mentors and other support staff.		

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• Support in understanding the district walkthrough document		
Review/Discuss School Handbook: • Professional Ethics (dress code, social media, cell phone usage, etc.) • Procedures: ◦ Finance/Handling Money ◦ Drills; Discipline ◦ Missing Work ◦ Signing in (Raptor) • School Vision and Mission • School Improvement Plan Goals		
Meet with Staff (to gain knowledge of their role in day to day operations and your responsibilities): • Secretary • School Counselor (s) • School Nurse • Media Coordinator (for technology) • MTSS Interventionist • Any other Identified Support Staff		
Meet with the Data Manager: • Ensure the gradebook is set-up properly and recording of grades is evident		
Meet with the EC Chair: • Review student accommodations and modifications • Review any behavior plans		
Identify routines & procedure and classroom management techniques • Things to Consider as a New Teacher classroom management checklist		
Create Classroom Management Plan/Syllabus including: • Discipline Plan (Post in Classroom) • Procedure Plans (Safety and Classroom) • Homework and Grading Policies • Letter of Introduction to Parents/Students		
Create Parent Contact Plan including: • Parent Contact Log/ How will it be stored/Platform for Communication • Parent Conference Form		
Meet with Instructional Coach / API (<i>assistant principal of instruction</i>): • Plan for Pacing of Instruction/Understanding Standards • Identify Lesson Plan Template • Timelines for Turning in lesson Plans and where • Expectations and Non-negotables • Classroom Set-Up Board Configuration		
Create and Review First Two Weeks of Lesson Plans (utilizing the		

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criteria provided by the school): - Formative Assessments (rubric, quizzes, etc.) with support from Instructional Coach/API Create a sub folder and plan		
Set Up Classroom: - Board configuration/expectations - Seating arrangements		
Technology: - Needed devices (projector, computer, etc) - Login information - Receive training regarding access to and use of Infinite Campus/Learning Management System/Classlink, etc		
Conduct Classroom Observations (as identified by the administrator) of at least 3 teachers for a feedback loop and provide a debriefing session.		
Complete NCDPI Module for Beginning Teachers Please email completed BTO Certificate and this signed document to the District Beginning Teacher Coordinator below: Necia Swain, Necia.Swain@cravenk12.org - Secondary and VFL Lakecia Brown, lakecia.brown@cravenk12.org - Elementary		
Complete Extra-Curricular Waiver (sign if applicable)		
Committees and Leadership Opportunities (Sign-up if needed)		

Required Signatures:

	Printed Name	Signature	Date
Beginning Teacher			
Mentor			
Principal			
District BT Coordinator			