

## **430 TRAINING OF NEW EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to define the District 518 training procedures for new employees.

### **II. GENERAL STATEMENT OF POLICY**

School District 518 believes successful learning is significantly impacted by the quality of employees' performance. The district recognizes the success of a new employee's performance is based on the combination of previous experience and training, on-the-job experience, and training and support from District 518.

District 518 is committed to providing training for new employees as well as identifying employee support networks and mentorship opportunities. The district administration will be responsible for coordinating the training and support opportunities available to new employees.

### **III. ADMINISTRATION OF PROGRAMMING**

1. The district administration will identify and coordinate the set expectations for professional development activities for new employees, with input from the district staff development committee. This will include a plan to create support networks and mentorship opportunities. This training will continue over the course of their early years of service in the district.
2. The training will coordinate with the ongoing district commitment to a professional development and improvement program for all staff.
3. New employees will be required to attend sessions that are scheduled by District 518. Modifications in the employee's work day and substitute arrangements will be made as necessary.

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