

Area: Human Resources

Subject: HR04 - Training and Advancement Opportunities - Orientation

Reference: 1304.52 (k)(1)

Policy: SCOE will provide an orientation to all new staff, consultants, and volunteers that include the goals and the philosophy of Head Start, and how various programs implement them.

Procedure:

1. The Supervisor will ensure that day one of a new employee, substitute or volunteer will be spent providing an orientation of the Child/Family Services Division.
2. The Supervisor will follow the Orientation Plan for New Employees, Substitutes and Volunteers.
3. The Supervisor will ensure that the Orientation Plan is completed with the new employee, substitute or volunteer two days after their hire date.

Supervised by: Office Supervisor

Performed by: Supervisor

Forms needed: Orientation Plan for New Employees, Substitutes and Volunteers

Frequency: First day of employment, substitute work, volunteer work