**NEW HIRE ORIENTATION SCHEDULE**

**(revised 3.9.22)**

**Day 1: In-Person**

*Friday, prior to BOE meeting*

**Hourly Staff** need to be in seat by 8am

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| **Time (am)** | **Activity** | **Facilitator** |
| 7:50 | Welcome and Introductions, Clever, Folder Review, Email, Zoom and Frontline Absence | Sherrie Piedimonte |
| 8:15 | Video:   * Welcome – Dr, Stubblefield * History of District * Professional Development |  |
| 8:30 | Logins:   * Email * Clever * Canvas | Wendy Elkins  Sherrie Piedimonte |
| 8:45 | Video:   * Benefits * Payroll * KPERS * EAP |  |
| 9:10 | Q and A | Crystal Primers  Stephanie Faris |
| 9:20 | Systems Training:   * CIS * Talent Ed * Employee Online * Frontline Absence Management | Jared Alexander  Otherine Bembry |
| 9:50 | Break |  |
| 10:05 | DEI | Linda Un |
| 11:05 | Wrap-Up | Sherrie Piedimonte |
| 11:15 | Dismissal |  |

**Salaried Staff** need to be in seat by 12:30

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| **Time (pm)** | **Activity** | **Facilitator** |
| 12:20 | Welcome and Introductions, Clever, Folder Review, Email, Zoom and Frontline Absence | Sherrie Piedimonte |
| 12:45 | Video:   * Welcome – Dr, Stubblefield * History of District * Professional Development |  |
| 1:00 | Logins:   * Email * Clever * Canvas | Wendy Elkins  Sherrie Piedimonte |
| 1:10 | Video:   * Benefits * Payroll * KPERS * EAP |  |
| 1:35 | Q and A | Crystal Primers  Stephanie Faris |
| 1:50 | Systems Training:   * Talent Ed * Employee Online * Frontline Absence Management | Jared Alexander  Otherine Bembry |
| 2:00 | Break |  |
| 2:15 | Licensure | Liz Meitl |
| 2:30 | DEI | Linda Un |
| 3:30 | Wrap-Up | Sherrie Piedimonte |
| 3:45 | Dismissal |  |

**Day 2**: **Zoom**

(Monday prior to BOE meeting)

**All New Hires** need to be online by 9am

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| **Time (am)** | **Activity** | **Facilitator** |
| 9:00 | Mandatory Training – Bundle 1 | Sherrie Piedimonte |
| 10:15 | Break | Sherrie Piedimonte |
| 10:30 | Mandatory Training – Bundle 2 | Sherrie Piedimonte |
| 11:15 | KCKPS Police Dept. | Sgt. Marty Augustine |
| 11:45 | KCKPS Foundation | Lindzy Smith/Christal Watson |
| 11:50 | Wrap-Up | Sherrie Piedimonte |
| 12:00 | Dismissal |  |

**Day 3**: **Zoom**

(Tuesday – day of BOE meeting)

**All New Hires** need to be online by 9am

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| **Time (am)** | **Activity** | **Facilitator** |
| 9:00am | Trauma Sensitive and Resilience Training | Brittany Talley / Sherrie Piedimonte |
| 12:00am | Dismissal |  |

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| **Date** | **Morning Room** | **Afternoon Room** |
| Mar 23 | 268 | 333 |
| Apr 8 | 268 | 268 |
| Apr 22 | 268 | 268 |
| May 6 | 268 | 268 |
| May 20 | 268 | 268 |
| June 10 | 268 | 268 |
| June 24 | 268 | 268 |
| July 15 | 268 | 268 |

Dates of ***Day 1 Orientation*** and Room Locations

