Suggested Topics for Pre-K Staff Orientation

This list is intended to provide suggestions for topics that may be covered in orientation for Pre-K staff.

- Current School Year Operating Guidelines – Documents to review
  - Basic Equipment, Materials, and Supplies Inventory List
  - Instructional Quality Guides (Assessment, Lesson Planning, Environment, Daily Schedule)
  - Georgia Early Learning and Development Standards (GELDS)
  - On-line Learning Module(s)

- Current School Year Professional Development Training Schedule
  - Training registration system - GaPDS
  - Project/Site Director training requirements
  - Teacher training requirements
  - Assistant Teacher training Requirements
  - Reimbursements for travel related expenses

- Current School Year Salary /Pay Schedule (for Pre-K Lead and Assistant teachers)

- School Calendar
  - 180 day Pre-K calendar for children
  - 190 day Pre-K calendar for staff
  - First day of Pre-K procedures
  - School Holidays
  - Staff Work Days
  - Inclement Weather Days
  - Last Day of Pre-K

- Teacher Credential Requirements/Assistant Teacher Credential Requirements

- How will staff be paid? (ex. hourly, salary)
  - How frequently will staff be paid? (ex. weekly, monthly, bi-monthly)
  - How will pay be handled during school breaks? (ex. winter holidays, spring break, school closings due to inclement weather)
  - Written contract with teachers

- Work Expectations
  - Scheduled work hours
    - Be sure to include planning time
  - Leave/ Time-Off policies
    - Does your program offer paid leave (yes/no)
      - If yes - discuss program policies
  - Paperwork – what reports/forms will the staff member be required to complete?
  - Conferences/meetings with families
  - Parent Orientation
  - Staff Meetings (if applicable)
- Classroom cleaning responsibilities (as applicable)
- Student Attendance

- Pre-K Classroom Supply Funds
  - How will your program spend these funds
  - How should teachers request/purchase classroom materials

- Georgia’s Pre-K Child Assessment Program
  - Review Appendix for WSO from Guidelines (can be found on website)
  - Set-up/Requirements
  - Procedures/Timeline for Director to review assessment
  - Review Sample Matrices (can be found on website)
  - On-line Learning Module for Assessment

- Lesson Plan Requirements
  - Completed for entire week.
  - All completed lesson plans must be kept on site
  - Changes to the Learning Environment
  - Planning for Assessment on lesson plans
  - Georgia Early Learning and Development Standards (GELDS)

- Lesson Plan formats
  - BFTS Templates (Recommended)
  - Weekly
  - Daily

- Website – Technical Assistance Resources (www.decal.ga.gov)
  - Real and Found Materials list
  - Writing Center Ideas handout
  - Literacy in Each Center Area handout
  - Georgia’s Pre-K Sample Matrices

- Materials distributed to children and families
  - Family Handbook – found on DECAL website
  - How will families be notified of these documents?

- Registration process for children and on-site written enrollment policy

- Category One and Category Two determination and documentation
  - Required documents (Vision, Hearing, Dental and Nutrition (Form 3300), Immunizations, Enrollment forms, Student Roster information form)
  - Roster reporting dates and process
  - Requirements for keeping Pre-K records
    - 3 years