

New Team Member

Orientation Pathway



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1 Welcome the Early Learning Team!

Orientation with your Supervisor:

Visit about strengths your are bringing to the program and your team

Orient to Early Learning Department

- Norms, Vision, Mission of Early Learning Department
- What program options are offered and how role fits in the program(s)
- What guides our work (HSPS, ECEAP PS, school readiness goals)—Watch Head Start video
- Learn about supervisor and coach, reflective supervision and coaching supports
- Learn about site(s)
- Review professional expectations, including communications (Outlook calendar, email responses, etc.)
- Technology—get computer, access to email, phone set up, etc.
- Set schedule for upcoming two weeks to cover each of the following requirements
 - Schedule Supervisor Meeting
 - Schedule Coach Meeting
 - Schedule Mentor/Observation/Shadowing time

2 Support Team Connections

Meet with your Supervisor to begin developing your professional relationship

- Learn more about what supports your supervisor provides
- Learn about professional expectations
- Learn about Reflective Supervision and schedule your first Reflective time together before you begin at your site(s)
- Ask questions, seek clarification, build relationship
- Explore job role and get introduction to the tools you will be using in your role
 - databases, assessment and screening tools, etc.
 - where to find forms and corresponding procedure
- Schedule Site Visit and Team Meeting (if applicable)

Meet with your Coach to begin developing your professional relationship

- Learn more about what supports your coach provides for your practices
- Learn about professional expectations with regard to coaching
- Further explore the “why” behind our screenings and assessments, goal planning and curriculum fidelity
- Learn about TLC’s and PLC’s and other ways your coach and teammates gather to support growth
- Ask questions, seek clarification, build relationship

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3 Training

The following trainings need to be completed prior to your work with children and families:

Virtual Learning Modules

- Blood Borne Pathogen Exposure Prevention
- Common Illness Prevention
- Maintaining Professional Staff/Student Boundaries
- Sexual Harassment of Staff Prohibited
- Americans with Disabilities Act
- Child Abuse and Neglect
- Child Guidance/Conscious Discipline

Certificates/Paperwork/Documentation Completed Prior to Working with Children:

- Health Appraisal
- Current Tuberculosis Test and MMR Evidence
- Criminal Background Check with Fingerprinting
- CPR/First Aid AED, Infant, Child and Adult
- Food Worker Card
- Staff Emergency Information Card

4 Team and Site

Finally! Go and see your space(s), meet your team and get ready to engage.

- Get any keys or entry codes needed
- See where your workspace is, the bathrooms are, etc.
- Learn about any site-specific requirements
- Note emergency preparedness elements and systems
- Participate in Team Meeting (if applicable)

5 Mentoring/Observing

Mentoring, observing and shadowing are important ways to demonstrate our work in action.

During observation, take notes to discuss at your next meeting with your Supervisor and Coach. These may help frame your questions.

Be curious with the person you get to observe. Their practices are a guide for how we do our work. You will bring your own personality, perspective and experience to your work.

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6 Reflective Supervision

You will have your first Reflective Supervision time with your supervisor in the days before beginning work in your role. This is a time to revisit your experiences over the past month, share any hopes and concerns about the work you will do and set the foundation for what your consistent, “sacred” time together will look like moving forward.

This is one of the key supports put in place for every Early Learning team member.

7 Off You Go!

Now that you have a foundational understanding of EL programs, philosophy and your role, the program is ready to meet you in your successes.

You are going to love being here!

8 Goal Setting/Reflective Self-Assessment

As you think about the work you have done and are about to do, including your role and professional interests, reflect on what might engage you, build your capacity and enhance your work and work experience. You will work with the PD Coordinator on:

- Personal Mission Statement work
- Review of evaluation process and goal setting
- SMART goal introduction
 - This goal will guide your personal professional development journey over the next year.