Welcome to the Adult Academic Program!

We hope you enjoyed your orientation with our Education Service Center. If you have any questions from there, please let us know. Your orientation and training here includes:

**Orientation and training schedule:**

**Day 1 will include:** *(times to be assigned)*

- Basic Orientation (Grace)
- Classroom and building tour and lunch (Theresa)
- Student intake overview and mock registration (Dan)

**Day 2 will include:** *(times to be assigned)*

- Personnel/Computer details (Deb)
- Office Procedure and Records (Heather)
- Special Projects and Marketing Overview (Julie)
- Question and answer meeting (Theresa)
- Job specific training (Insert name of staff person with most related job who will be assigned to do Job Specific Training)

**Day 3 and beyond:**

Job specific training with (insert name of staff person assigned). A specific schedule will be developed with (insert name) to cover job specifics such as:

- introduction to assignment responsibilities,
- goals,
- resources,
- curriculum (as applicable),
- support staff (as applicable),
- PLC’s/team meetings (as applicable)
- Etc.(specifics related to each job inserted here)
Sandburg Learning Center Tour

Program Director, Theresa Zingery, will meet with you and lead you on a tour of:

- Parking lots and entrances
- Restrooms
- Staff lounge
- Adult Academic Program offices
- Community Education offices
- Cafeteria
- Building map
- Introduction to classrooms teachers and classes
- Introduction to other programs and people located in the Sandburg Learning Center

Basic Orientation:

Front Office/Receptionist, Grace Mandrini, will meet with you and explain:

- Her role and job description
- Telephone
  - Voicemail setup
  - How to call within the district
  - How to place an outside call
- Printers/Copiers/Fax
  - Location of printers
  - Introduction to staff copier in room 202
  - Introduction to staff copier/scanner in main office
  - Introduction to fax machine in main office
- Mail
  - Location of staff mailboxes
  - Where to put outgoing mail
  - Where to put inter-district mail
- Supplies
  - Location of classroom materials
  - Placing an order request
- Staff lounge
  - Appliances and supplies
  - Cleaning sign up
Office Procedures and Records:

Front office/Student Assessment and Enrollment Specialist, Heather Warnecke, will meet with you and explain:

- Her role and job description
- Student Record system
  - Student files
  - Student forms
  - MARCS
- Testing
  - CASAS
  - TABE
- Other student and testing issues

Personnel/Computer Details:

Assistant to Program Director, Deb Hall, will meet with you and explain:

- Her role and job description
- Keys/ID Badge (badge should have been obtained at ESC orientation)
- AAP Packet including:
  - AAP Staff extension list
  - Sandburg Learning Center extension list
  - District-wide extension list
  - AAP and District Calendars
  - Internal time off request form
  - Staff address and emergency contact form
  - Time card and payroll date schedule
  - Paper time cards
  - Program goals
  - HR Leave Policies
  - SLC Map
  - Emergency Evacuation/Lockdown Drill/Severe Weather procedures
- Computer logistics
  - District, staff and Adult Academic websites
  - Logins
  - Gmail/Google/Calendar/Week at a Glance
  - ERMA and TrueTime
  - District and staff intranet
  - Technology and building helpdesks
• Meeting dates and time

**Students Intake Overview:**

Counselor, Dan Woodbury, will meet with you and explain:

• His role and job description
• Student Intake procedures
• Mock registration and testing
• Student Orientation

**Special Projects and Marketing Overview:**

Special Projects Coordinator, Julie Kleve, will meet with you and explain:

• Her role and job description
• Overview of special classes
• Marketing projects
• AAP Brochure Packet including:
  ➢ AAP brochure
  ➢ ALC brochure
  ➢ Distance Learning Flyer
  ➢ Samples of HIRED class flyer
  ➢ Samples of Pre-CNA, Medical Terminology and Citizenship class flyers

**Job Specific Training**

A specific schedule will be developed with the staff person who has the job most closely related to this person’s job. For Teachers, it will be the person who teaches the same level/subject. This person will work with the director to develop an orientation/training about the job specifics such as those outlined above and this information will be inserted in the schedule.