

## **SUPPORT STAFF ORIENTATION**

It shall be the duty of all supervisors of support staff personnel (i.e. Business Administrator, Building Principals, department heads, etc.) to provide each new employee with a program of orientation for his/her new position. The orientation program should include discussions with the new employee regarding his/her role in the total school organization, instruction for the job including the job description, assistance in the initial performance of duties as well as special supervision until the employee is well adapted to the position.

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