# Self-Guided Onboarding

The ⓐ symbol designates documents available online at www.kresa.org/newadmin

| Employee Name | New Hire Sign-Off | Date |
|---|---|---|
| **Central Office** | | |
| **To be completed within first 60 days** | | |

## Office of Superintendent

| | New Hire Sign-Off | Date |
|---|---|---|
| ⓐ Kalamazoo RESA Mission & Philosophy & Strategic Plan | | |
| Administrative Team Meetings | | |
| ⓐ Employee Advisory Council & Meeting Agenda/Minutes | | |
| ⓐ Board Policy | | |
| ⓐ Attendance at Board Meetings & Access to Board Reports | | |
| ⓐ Kalamazoo RESA Foundation | | |

## Assistant Superintendent

| | New Hire Sign-Off | Date |
|---|---|---|
| Overview of Expectations, Performance Review Process, Job Description | | |
| Division Meetings | | |
| History and Current Climate/Culture of Site | | |

## Business Office

| | New Hire Sign-Off | Date |
|---|---|---|
| Structure of ASNs/Budgets | | |
| Payroll | | |
| Grant Funding | | |
| ⓐ Michigan Department of Education | | |
| ⓐ Financial Accounting Software Training | | |
| ⓐ Business Office Procedures Manual | | |
| **Monthly for 4 months** | | |

## Human Resources

| | New Hire Sign-Off | Date |
|---|---|---|
| Hiring | | |
| Terming (voluntary and involuntary) | | |
| Job Analysis | | |
| Teacher Certification Tenure Act, HQ Audit | | |
| ⓐ Employee and Administrative Handbook | | |
| Fair Labor Standards Act | | |

| | | |
|---|---|---|
| Reduction In Force/Layoff/Non-renewals | | |
| Employee Relations - When to Call HR | | |
| ⓐ Progressive Discipline and Plan of Assistance | | |
| Inclusion & Diversity Committee | | |
| Performance Management | | |
| ⓐ Workforce | | |
| ⓐ Applitrack | | |
| Tuition Reimbursement/Mentor Teachers | | |
| ⓐ Accommodations, Workers' Compensation, Employee Leave of Absence | | |
| REP Report | | |

**To be completed within first 60 days**

## Technology, REMC and MiCase

| | | |
|---|---|---|
| ⓐ Remote Access, Phones and Email, Etc. | | |
| Server Access levels for Employees | | |
| ⓐ Accessing Online Technology: Intranet, Atomic Learning, Direct Request | | |
| Blackberry Setup and Overview, i.e. text messaging not covered | | |
| ⓐ Teacher Materials Center | | |
| ⓐ Delivery Schedule | | |
| ⓐ OnBase — Records Management System | | |
| ⓐ Services/Online Ordering | | |

**Within 6 months — In what way does each contribute to the Kalamazoo RESA mission?**

## Kalamazoo RESA Administrators

| | | |
|---|---|---|
| Instructional Center | | |
| Education for the Arts | | |
| Education for Employment | | |
| Youth Opportunities Unlimited | | |
| Public Information | | |
| Special Education | | |
|    Young Adult Program | | |
|    HI/VI | | |
|    Great Start/Early Childhood | | |
|    WoodsEdge Learning Center | | |
|    Juvenile Home Schools | | |
|    Valley Center School | | |
|    Lakeside Academy | | |