



New Hire Shadow Day Schedule & Checklist

New Hire Name: _____

Date: _____

☐ Substitute Teacher

☐ Substitute Para Educator

☐ Para Educator

Building(s) and Shadow Schedule:

☐ Elementary/Head Start: Sub Teachers and Sub Paras: 8:15 AM – 10:00 AM

☐ High School:

3rd Period: 10:25 – 11:20

4th Period: 11:25 – 12:20

☐ Middle School:

5th Period: 1:00-2:00

6th Period: 2:00 - 2:40

☐ Griffin Bay Acad: 2:45 - 3:00

I. **All Schools: Facilities & Building Operations**

☐ Building Tour: Classrooms, Bathrooms, Staff Room, Staff Kitchen

☐ Safety overview

☐ Supplies

☐ Personal effects: Coats, purses, backpacks, etc.

☐ Timesheet: Please obtain a timesheet from a building secretary, fill it out for today's training and attach this completed checklist to it. The building secretary at the last school you visit will turn it in to Payroll.

II. **Elementary School: Teacher, Classroom, Students**

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

III. Griffin Bay School: Teacher, Classroom, Students

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

IV. Middle School: Teacher, Classroom, Students

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

V. High School: Teacher, Classroom, Students

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____