

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7070

PAGE: 1 OF 2

CATEGORY: **Personnel, Orientation/Inservice**

EFFECTIVE: **10-30-67**

SUBJECT: **Orientation of Employees**

REVISED: **8-02-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing orientation of employees, including general or districtwide orientation for a new employee, school/departmental orientation upon reporting for duty, and general continuing orientation of a districtwide nature designed to keep people informed.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy I-1400.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
2. **Definitions**
 - a. **Orientation:** Introduction of an employee to new or changed situations affecting his/her position or job.
 - b. **Inservice education:** Planned programs and activities designed to provide an opportunity for professional growth of an individual in his/her current position.
3. **Responsibilities**
 - a. **Human Resource Services Division** provides:
 - (1) General or districtwide orientation for all new certificated and classified employees; conducted on a regularly scheduled basis.
 - (2) Assistance to schools and departments in continuing orientation and staff relations.
 - b. **Schools and departments** (generally employee's immediate supervisor) provide:
 - (1) School or departmental orientation when new employee reports for duty. (District resource personnel may be requested by principals to assist in orientation of new teachers.)

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(2) Continuing orientation necessary to keep all employees informed of new or changed situations of a districtwide nature.

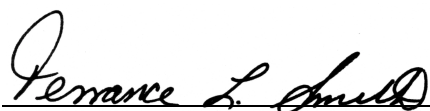
- c. **Divisions** provide continuing orientation of a districtwide nature through various methods including, but not limited to, preschool conferences, mid-year conferences, grade-level meetings, and departmental meetings.

D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education