



San Juan Island School District New Hire Shadow Day Schedule & Checklist

New Hire:

☐ Substitute Teacher

☐ Substitute Para Educator

Date:

☐ Para Educator

Building(s) and Shadow Schedule:

☐ **Elementary School:** 8:00 - 10:00 AM

☐ **Middle School:**

3rd Period: 10:15 – 11:15

Lunch: 11:15 - 11:45

Tour & Intros: 11:45 - 11:55

4th Period: 11:55 - 12:55

☐ **High School:**

5th Period: 1:00 - 1:55

☐ 6th Period: 2:00 - 2:55

Tours & Intros 3:00 - 3:15

Please plan to leave 4th period by 12:50 and arrive at the HS main office a few minutes prior to 1:00 so that you can be introduced at the start of 5th period.

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**

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

III. Middle School: Teacher, Classroom, Students

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IV. High School: Teacher, Classroom, Students

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