



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: 7:45 - 10:00 AM | Paras and Sub Paras: 8:00 AM – 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

Tour & Intros: 3:00 - 3:15

Griffin Bay Acad: 3:15 - 3:30

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

- _____
- _____
- _____
- _____
- _____