

HEA Virtual New Hire Tour and Tips Guide

This is a list of suggested things to do or discuss with your new hire, please modify to make it useful for you! Consider reaching out to your Music/PE/Electives teachers who have been misplaced, as well. They will know most things, but as a new classroom teacher they may not be aware of all.

- First and foremost, reassure the new hire that WE ARE ALL in our “first year” of virtual teaching - they are truly NOT ALONE in this adventure
- PD is offered through HSD during In-service week, Academic Seminars (Wednesdays), and [Serebra](#) (explain that Serebra is HSD’s online signup)
- PD is offered through the Union - Workshops (**ask them what they need PD on so we can create better opportunities through HEA**)
- HEA website/contract site -<http://heaoea.org/>
- Personal, Bereavement, and Sick days (and forms to fill out previously)
- [Pay scale](#), how it works
- Share [MyHSD](#) to access resources for Amplify, Bridges, Synergy, Email, iVisions, Serebra, etc.
- IF YOUR BUILDING ALLOWS: How to enter the building/staff parking - security system, badges, keys, codes, alarms, [HSD COVID Check In/Out Google Form](#), etc.
- Start/end time of work vs start/end time with kids - flexibilities and/or responsibilities
- Share general building history
- Who to befriend for what (or who not to ask)/who to contact about how to get what you need
- Behavior protocols/forms - what does that look like in the virtual world?
- \$\$ to spend on classroom (forms to fill out)
- [Credits](#) that HSD pays for (6 credits a year)
- [OEA Foundation Student Grant](#) - for any student needs that arise (ie glasses, shoes, etc)
- OEBA Benefits Information: [Enrollment Guide](#), [English flyer](#), [Spanish flyer](#), [American Fidelity flyer](#), [English enrollment checklist](#), [Spanish enrollment checklist](#), [HRA video](#)
- EAP ([Employee Assistance Program](#)) resource for counseling sessions
- First Fridays (starting in October) will be virtual and have raffle prizes! More info to come :)
- **How to access YOU as their building reps and why they would need to!**

Lastly, remind the new hires/misplaced educators that there are so many resources available to them! Pinterest, Instagram, Google, TPT, other building teachers ... We are not the first educators embarking on this CDL journey! As classroom teachers, we borrow and build what we can at a pace that works for us! We all have gifts to offer so start with what feels most comfortable, build off that, and the rest will come.

If you need ANYTHING reach out! Please give my info to your new hires, too! My number is (503)310-3601 and email hillsboromembership@gmail.com #solidarity, Abby Jones, Membership Chair