



CHARLOTTE COUNTRY DAY SCHOOL

New Faculty and Staff Induction Program

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Presented at NCAIS Teacher Conference – October 27, 2017

Rationale and Process

Why?

- Unique culture
- Lonely being new
- Unwritten rules
- Hit the ground running

How?

- Surveys
- Brainstorms
- Prioritization
- Just-In-Time Model

Post Hire and Pre-Orientation

- **Visits to campus**
- **Housing Needs**
- **Human Resources Requirements**
- **Mentors**
- **Technology Needs**
- **Curriculum R&D and Professional Development**

Orientation

- **Two Day Event (one on each campus)**
- **Highest priority items make it to the schedule**
- **Breakfast and lunch provided each day which includes mentors**
- **Admin Team integral part of presentation**

Orientation

Agenda Items:

- Introduction Warm-Up Activity
- Campus Tours
- HR Paperwork
- Tech Training (general and division specific)
- Logins/Passwords
- Email
- Learning Management System
- Divisional Meetings
- Classroom Time

Year One – Cohort Experiences

- **Monitoring via Check-Ins**
- **Five Events (spread throughout year)**
- **Two Surveys (fall and spring)**

Year One – Lower School

- **Welcome email sent once hire is confirmed**
- **Email communication regarding mentor assignment; mentors are copied on the message**
- **Guidelines are provided for all mentors**
- **Check-in Messages sent to all mentors mid-way through the first semester**
- **Welcome packet (that includes summer reading selection) mailed in July**
- **Lower School New Faculty Handbook**
- **Email reminders for upcoming induction events**
- **Morning Meetings “Coffee Talk”**
- **Classroom observations twice within the year (fall and spring)**

Year One – Middle School

- **Advisory In-service**
- **Middle School New Faculty Handbook**
- **Mentor Meetings (within grade level, but not within department)**
- **Classroom Visit (15 min) before Parents Night**
- **Formal observation by Division Head and Director of Studies by Nov. 1**
- **Monthly Morning Meetings**
- **Invite mentors/leaders to lead monthly meetings**
- **Coffee/Lunch Trips with Mentors**

Year One – Upper School

- **Mentors and Advisories**
- **Informal and Formal Class Observations**
- **First Semester Meetings (10 lunch meetings)**
- **Second Semester Meetings (3 lunch meetings and one off-campus lunch in small groups)**

Year Two

- **Often become mentors**
- **Continue to attend socials**
- **Inspired to start program for new students**

Suggestions and Q&A

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