



Substitute Teacher Orientation

Agenda

September 28, 2015

Location:

D219 Offices

7700 Gross Point Road, Skokie

Board Room

4:00pm - 6:00pm

Welcome!!

Please sign in and pick up the materials located on the table at the back of the room.

Welcome and Introductions (*Ed Murphy - HR*)

Deans - 20 minutes (*Tim Dykes - West*)

Special Education - 20 minutes (*Carole Burns - West*)

DOs and DON'Ts (*Jean Moy - HR*)

Pre-Employment Steps (*Jean Moy - HR*)

- Certification
- Paperwork completed
- Board Approval

SubFinder (*Filip Cejovic - North and Helen Lanzourakis - West*)

Procedures (*Filip Cejovic - North and Helen Lanzourakis - West*)

GCN Training Videos - 35 minutes (*Bloodborne and DCFS*)

Follow up Q&A (*Jean Moy - HR*)