

Staff Induction Model – Job-Related Training for New Staff Members

The Professional Learning Opportunities Project rolled out the Staff Induction Model on September 1 for Pennsylvania’s newest staff members. There are four components to the Staff Induction Model, and although it does not matter in what order the first three steps are completed, **it is absolutely essential that the final step in the process is not completed until the first three have been finished.**

1. Module completion: The new staff person meets with the onboarding mentor and identifies three Staff Induction modules to complete. The staff person completes a minimum of three modules, saves the certificate of completion for each module, and shares the certificates with the onboarding mentor. Together, they reflect on the module content and application to the new staff person’s role.
2. Field observation: The new staff person observes a person doing similar work (student support coordinator, classroom instructor, data quality specialist, etc.) or observes an adult education class or orientation if no other relevant observation is available, and then meets with the onboarding mentor to discuss the experience.
3. Job-related professional learning (for those working half-time or more): The new staff person completes one professional learning opportunity related to his/her role at the agency.
4. **After the above three steps have been completed**, the administrator verifies completion: The administrator logs into the PD Portal. The administrator enrolls in the “Administrator Staff Induction Verification” course. The administrator completes the verification form (referred to as a “test” in the PD Portal) for the new staff person and submits the form through the PD Portal.

Questions? Refer to the Staff Induction Implementation Guide 2018-19 that can be found in the “Administrator Staff Induction Verification” course or contact your ProLO consultant.