

Welcome to

As a new employee in St. Johns County School District, you are invited to attend our New Hire Induction!



Highlights Include:

- Special Welcome from Superintendent Tim Forson!
- Important information from Human Resources and IT
- Opportunity to complete mandatory Youth Mental Health First Aid Training
- Learn about processes and strategies used in SJCS
- Networking opportunities with other members of the SJCS 2023-2024 New Hire Cohort
- Q & A Opportunities

Non-Instructional Personnel Receive One and 1/2 Days of Training!

Select one option from the FOUR opportunities:

- **June 26, & 28, 2023**
 - Switzerland Point Middle School
 - June 26 is in person 8:00-3:30 (see pay schedule at registration)
 - June 28 is 4 hours online @ hourly rate of pay (page 3)
- **July 11 & 13, 2023**
 - Pacetti Bay Middle School
 - July 11 is in person 8:00-3:30 (see pay schedule at registration)
 - July 13 is 4 hours online @ hourly rate of pay (page 3)
- **July 18 & 20, 2023**
 - Pacetti Bay Middle School
 - July 18 is in person 8:00-3:30
 - July 20 is 4 hours online @ hourly rate of pay (page 3)
- **July 24 & 26, 2023**
 - Mill Creek Academy
 - July 24 is in person 8:00-3:30 (see pay schedule at registration)
 - July 26 is 4 hours online @ hourly rate of pay (page 3)

You MUST have your Employee # (E#) before registering for this event.

To Register, go to: <https://www.stjohns.k12.fl.us/pd/st-johns-county-school-district-new-hire-induction/>

Instructional Personnel Receive Two and 1/2 Days of Training before Pre-Planning!

Select one option from the **FOUR** opportunities:

Each Day includes a one-hour lunch break.

You **MUST** have your Employee # (E#) before registering for this event.

• **June 26, 27, & 28, 2023**

- Switzerland Point Middle School
- June 26 & 27 are in person 8:00-3:30
- June 28 is 4 hours online @ hourly rate of pay

• **July 18, 19, & 20, 2023**

- Pacetti Bay Middle School
- July 18 & 19 are in person 8:00-3:30
- July 20 is 4 hours online @ hourly rate of pay

• **July 11, 12, & 13, 2023**

- Pacetti Bay Middle School
- July 11 & 12 are in person 8:00-3:30
- July 13 is 4 hours online @ hourly rate of pay

• **July 24, 25, & 26, 2023**

- Mill Creek Academy
- July 24 & 25 are in person 8:00-3:30
- July 26 is 4 hours online @ hourly rate of pay

To Register, go to: <https://www.stjohns.k12.fl.us/pd/st-johns-county-school-district-new-hire-induction/>

Questions? Contact: Melinda.Bogart@stjohns.k12.fl.us or 904-547-7614

Who are Instructional Personnel?

The following positions are Instructional in St. Johns County School District:

Classroom Teachers
Includes, but is not limited to:
K-12 ELA, Math, Science, & Social Studies Teachers
Associate Teachers in any Subject
Intervention Teachers in any Subject
ESE/VE Teachers
PE Teachers
Music Teachers
Art Teachers
Drama Teachers
CTE Teachers (at all levels)
ESE Pre-K Teachers
Virtual School Teachers
Gifted Itinerant Teachers
Hospital Homebound Teachers
ANY CERTIFIED CLASSROOM TEACHER
Who works from State Standards and is contracted as Instructional Personnel under the SJEA Bargaining Unit

Instructional Support Teachers
Includes:
School Counselors
Media Specialists
Instructional / Literacy Coaches
Testing Coordinators
Deans
Speech / Language Pathologists
Deaf / Hard of Hearing Teachers
Visually Impaired Teachers
Assisted Technology Teachers
District Teachers on Assignment
Social Workers
School Psychologists
Mental Health Counselors
Behavior Specialists
School Nurses (2)
ANY CERTIFIED TEACHER
Who does not work from State Standards and is contracted as Instructional Personnel under the SJEA Bargaining Unit

All other positions are NOT Instructional

How do I acquire my SCJSD issued laptop and earn a “flex day”?

Laptops are only issued prior to pre-planning for those who are registered for a New Employee Induction Session.

- 1) Employee is recommended for hire by Hiring Authority.
- 2) Employee receives email from HR and completes steps within (online videos/modules, fingerprinting, etc.)
- 3) Employee schedules pre-employment appt. with Cheryl Nimmons-Lyons in HR.
- 4) Employee attends appointment and receives New Employee Induction flyer.
- 5) Employee is cleared for employment and hiring authority (school/department) sets the start date in the Employee Management System.
- 6) Employee is contacted by an employee specialist in HR.
(This is the cue to call the school/department to acquire their employee# and laptop.)
- 7) Employee signs up for a New Employee Induction session using the links located at:
<https://www.stjohns.k12.fl.us/pd/st-johns-county-school-district-new-hire-induction/>
Multiple sessions offered in June and July. See schedule for dates specific to your content. Teachers must allow **at least one week** for laptop set up at the school site **prior to the Employee Induction Session**.
- 8) New Employee contacts the school/department secretary and request laptop setup.
 - a. Identify the dates of which New Hire Induction Session you plan to attend.
 - b. Please allow at least one full week for computer set-up time.
- 9) Secretary coordinates with TSS (Tech Support Specialist).
- 10) Secretary contacts new employee with date/time to pick up the laptop.
- 11) New employee meets with TSS to pick up laptop and complete required paperwork.
- 12) New Employee attends selected Induction session and **MUST SIGN IN** to verify attendance. Sign-In sheets will be created from the signup genius registration list. **Attendees MUST have their Employee ID # (E#) and email address.**
- 13) **Non-Instructional Employee** attends a two-day New Employee Induction Session.
 - a. Day 1: In-Person- 4 hours of overview are paid at \$20/hour* and 2 hours of Youth Mental Health First Aid Pre-Work are paid at hourly rate of pay
 - b. Day 2: Virtual Youth Mental Health First Aid Training- 4 hours – paid at hourly rate of pay
- 14) **Instructional Employee** attends a three-day New Employee Induction Session.
 - a. Attendance of Day 1 earns Flex Day[†] and 2 hours of Youth Mental Health First Aid Pre-Work are paid at hourly rate of pay
 - b. Attendance of Day 2 earns the SJCS D Contract and 6 hours are paid at \$20/hour*
 - c. Attendance of Day 3- Virtual Youth Mental Health First Aid Training- 4 hours – paid at hourly rate of pay



*\$20/hour Recommended Rate of Pay as per article XVI Negotiated Agreement (paid last August check)

[†]FLEX DAY: A *flex day* is an opportunity to not work on a planning day throughout the school year between 8/10/2023-5/28/2024 without counting as an absence and using sick leave. Those who attend Induction are also eligible to attend their schools to work on the Optional Planning Day on August 2, 2023 (Please note, you DO NOT earn another Flex Day[†]).

Questions? Contact: Melinda.Bogart@stjohns.k12.fl.us or 904-547-7614