



School District Information

- Contract (wages, benefits, working conditions)
- Your job hours
- Required forms: W2, insurance enrollment verification, physical exam, background check
- School district or building procedure for dealing with disciplinary problems
- How and when you are paid
- Your job description
- Student handbook - know the student rules too
- Staff directory
- Know where to find school district policies
- Get familiar with law, guidelines for reporting suspected cases of child abuse
- Know the crisis plan and your responsibilities
- Know confidentiality policies for student education, health and family

