



**DEKALB COUNTY**  
SCHOOLS

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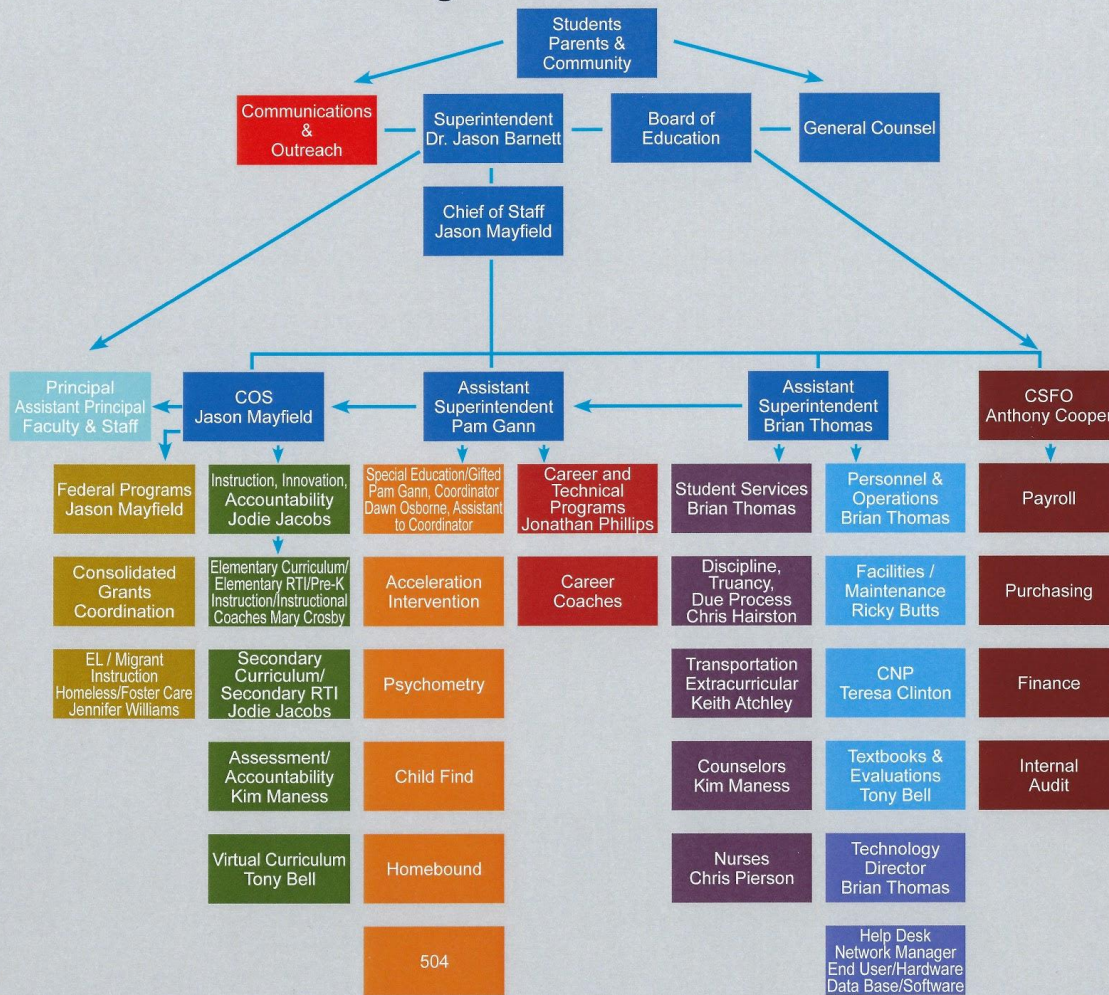
New Employee Orientation  
2018-2019

# Agenda



- Who Can Help?
  - District Support
  - School Support
  - Support Organizations
- Where Can I find Information?
- Things to Avoid
- Professionalism
- What Must I do?

# Organizational Chart



Position	Name	Cell Contact
Superintendent.....	JASON BARNETT .....	256-717-4012
Chief of Staff.....	JASON MAYFIELD .....	256-899-2900
Assistant Superintendent.....	BRIAN THOMAS .....	256-638-5374
Assistant Superintendent.....	PAM GANN.....	256-899-2919
School Improvement Supervisor.....	JODIE JACOBS .....	256-497-9959
Transportation Director .....	KEITH ATCHLEY.....	256-899-2800
Instructional Supervisor.....	TONY BELL.....	256-899-9860
Instructional Supervisor.....	MARY CROSBY .....	256-638-5477
Instructional Supervisor.....	KIM MANESS.....	256-717-3254
Assistant to the Special Education Coordinator.....	DAWN OSBORNE.....	256-899-3161
Language Acquisition Coach .....	JENNIFER WILLIAMS.....	256-717-3226
Due Process/Attendance Officer .....	CHRIS HAIRSTON.....	256-504-7525
Career Tech Director.....	JONATHAN PHILLIPS.....	256-996-7477
Chief School Financial Officer.....	ANTHONY COOPER .....	256-899-6090
Maintenance Supervisor.....	RICKY BUTTS.....	256-899-2915
Child Nutrition Director .....	TERESA CLINTON .....	256-899-2069
School Nurse Supervisor .....	CHRIS PIERSON.....	256-899-9437

# Who Can Help? -Accounting Department

Anthony Cooper - Chief School Financial Officer

Becky Clines - Purchasing

Cindy Kuykendall - Local School Accounting

Sherri Holkem - Accounts Payable

Janet Williams/Crystal Williams - Payroll

<http://dcboepayrollap.wixsite.com/dcboe>

# Who Can Help? -Central Office Staff

Pam Gann - Assistant Superintendent

Dawn Osborne - Assistant Special Education  
Coordinator

Crystal Webb - Assistant to the Superintendent

Paula Nance - Chalkable

Jennifer Williams - Homeless, Migrant, and Federal  
Programs

Mary Crosby - Instructional Supervisor

# Where can I find information?

- DeKalb County Website - [www.dekalbk12.org](http://www.dekalbk12.org)
  - Policies and Procedures
  - Student Handbook
  - Staff Listings
  - Forms
  - Department Websites
- Facebook Page: DeKalb County Alabama Schools
- Email
  - Google
  - Access Anywhere
  - Collaborate
- State Department Website - [www.alsde.edu](http://www.alsde.edu)

# Things to Avoid

## Social Media

- It is important to be mindful of your social media presence. What you post on social media is a reflection on the schools in which you work.
- Individuals who work with children are held to a high ethical standard.
- You should not post pictures of students on your personal social media.
- You should not share or show your social media photos, videos, or other content to students.
- You should not “friend” students on your social media accounts.

## Cell Phones

- Cell phones should only be used in an emergency or as an instructional tool.
- You should not stay on your cell phone!

# Professionalism

Dress Code for Adult Personnel – In keeping with the professional expectations of the DeKalb County Board of Education, DEA, and ESPO, employees will:

- a. Act and dress as professionals.
- b. Set a good example for the youths they teach and serve.
- c. Remember that children and teenagers are impressionable.
- d. Be good role models.
- e. Always be clean, neat, and dressed appropriately for the profession.
- f. The Board recognizes that at times it is necessary for shop personnel, P.E. personnel, and lower elementary personnel, to wear clothing appropriate for their activities. However, every effort should be made to change to more conventional clothing at the earliest opportunity.
- g. Under no circumstances should personnel violate any dress code required for high school students



# Professionalism

## Confidentiality

Confidential or personally identifiable information should be protected and kept private except for those with a need to know .

For example,

- You should not talk to others about a student's grades or academic performance at the lunch table.
- You might share medical information with the school nurse but not the custodian.

## Relationships

Maintain professional relationships with coworkers and students.

# Professionalism

## **Punctuality**

Teachers are required to be at the school 15 minutes prior to the start of the school day and remain 15 minutes after the end of the school day unless you have other duties.

## **Strong Instructional Practices**

## **Monitor Students**

## **Parent/Community Relations**

## **School Safety**

# What Must I Do?

## -Disproportionality

Disproportionality Training: Lee v. Macon

This training is mandatory for all newly hired certified personnel in the state of Alabama. It is composed of 3 components.

# Addressing Disproportionality

## Component One:

*Addressing Disproportionality in Alabama Public Schools Awareness Presentation*

## Directions:

1. Click the link or copy and paste into the URL window to download and view the presentation with notes.

<http://www.alsde.edu/sec/ses/Reports/Addressing%20Disproportionality%20in%20Alabama%20Schools%20%28Reader%27s%20Notes%29.pdf>

# Addressing Disproportionality, Cont.

## Component Two:

### *Positive Behavior Support (PBS)*

The IRIS Center Module Resources

### Directions:

1. Review Navigating an IRIS *STAR Legacy* Module

<http://iris.peabody.vanderbilt.edu/home/navigating-the-iris-website/navigating-an-iris-star-legacy-module/>

# Addressing Disproportionality, Cont.

## Component TWO, Cont.

### 2. Classroom Management (Part 1):

Learning the Components of a Comprehensive Behavior Management Plan.

<http://iris.peabody.vanderbilt.edu/module/beh1/>

### ASSESSMENT

Use a word document or your own paper to answer questions 1-5. Follow LEA requirements for submitting assessment documents.

[http://iris.peabody.vanderbilt.edu/module/beh1/cr\\_assess/#content](http://iris.peabody.vanderbilt.edu/module/beh1/cr_assess/#content)

# Addressing Disproportionality, Cont.

## Component Two, Cont.

### 3. Classroom Management (Part 2):

Developing Your Own Comprehensive Behavior Management Plan

<http://iris.peabody.vanderbilt.edu/module/beh2/#content>

### ASSESSMENTS

- Once you have completed PERSPECTIVES & RESOURCES return to page 9 to develop your own action plan. Follow LEA requirements for submitting assessment documents.
- Use a word document or your own paper to answer questions 1-5. Follow LEA requirements for submitting assessment documents.

[http://iris.peabody.vanderbilt.edu/module/beh2/cr\\_assess/#content](http://iris.peabody.vanderbilt.edu/module/beh2/cr_assess/#content)

# Addressing Disproportionality, Cont.

## Component Three:

*Makes Sense Strategies (MSS) Training*

### Directions:

1. Go to the Alabama State Personnel Development Grant website  
**[Makes Sense Strategies Professional Development](http://www.alspdg.org/makesense_strategies_training.html)**  
[http://www.alspdg.org/makesense\\_strategies\\_training.html](http://www.alspdg.org/makesense_strategies_training.html)
2. Follow the detailed instructions to complete the MSS video series PD

### **Professional Development Documents**

Click the links to download the professional development documents. Open each document; fill in the details and print.



# What Must I Do?

## -Jason Flatt Act

### Suicide Prevention: Jason Flatt Act

This year principals and counselors will conduct a training at the start of the school year. Make sure you attend the meeting and sign-in. Annual training required. (For School Personnel who counsel and supervise students.)

# What Must I Do? -Erin's Law

Child Sexual Abuse Prevention Program: Erin's Law and Mandatory Reporting

You will have to create an account before completing the modules. Upon completion print 2 copies of your certificate. Keep one for your records and give the other to your principal. Annual training required. (For School Personnel who counsel and supervise students.)

Courses (Left side of the page under Navigation)

2018 Mandated Reporters Training

2018 Child Abuse Mandated Reporters Training

<https://aldhr.remote-learner.net>

# What Must I Do? -Health Trainings

## Annual Health Related Trainings

- Standard Precaution
- Basic Diabetes
- Anaphylaxis

Information on all three is found at

<https://cypierson.wixsite.com/dcboenurse/tier-one-basic-diabetes-training>

Please print and give a copy of your completed documentation to your school nurse.

# What Must I Do? –Professional Learning Plans

## Educate Alabama

- Self Assessment
- Create PLP
- Add evidence

# What Now?

Institute and PD Days

AEA

ESPO