

# ONBOARDING WITH PCPS

## What to Expect?



Human Resource Services 863-534-0781



hrccallcenter@polk-fl.net

*Equal Employment Opportunity - The School Board of Polk County, Florida prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, activities, or employment. If you require any type of accommodation to complete the employment process due to a disability, please call the Human Resource Services Division at (863)-534-0781. If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771.*



### START

**Congratulations, you've accepted a position with PCPS!**

#### Pre-Employment Paperwork

- Review new hire forms
- Complete and sign

#### Fingerprinting & Drug Screening

- Report to Human Resources with social security card & government issued photo ID
- Obtain results in 3-5 business days

#### Certification

- Confirm the following:
- completed FLDOE application
  - submitted official transcript(s)
  - paid application fee
  - upload valid out-of-state certificate (if applicable)

#### Teacher Engagement

- Get involved & stay connected:
- New Teacher Seminars
  - 30 Day Check-in
  - New Teacher Interview
  - Affinity Groups

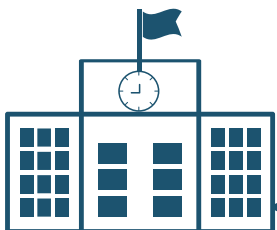
#### Teacher Induction Program Seminar (TIPS)

##### Day 3 & 4

- Meet your Campus Induction Coordinator:
- Tour your school
  - Complete Focus Modules
  - Prepare your classroom

##### Day 1 & 2

- Learn key concepts:
- Evaluation criteria
  - Classroom Management
  - Special Education Methods & Supports



**You've made it. Welcome to PCPS!**

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## Behind the Scenes



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**START**

An applicant is made a candidate.

### Personnel

- Emails onboarding documents
- Schedules fingerprinting & drug screening
- Issues start date

### Pre-Employment Services

- Conducts fingerprinting and drug screening
- Reports results to Personnel

### Certification

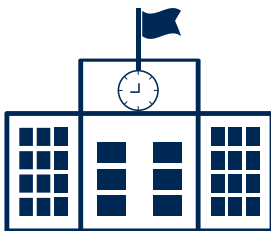
- Evaluates credentials
- Notifies candidate if additional information is needed

### Teacher Engagement

- Welcomes new teachers at TIPS
- Emails and texts ways to stay connected throughout the year

### Professional Development

- Conducts TIPS Day 1 & 2
- Notifies schools of candidates cleared to attend TIPS Days 3 & 4



The candidate is ready to begin employment at PCPS!