## **CLASSIFIED STAFF ORIENTATION**

Superintendent and Supervisor are responsible for the orientation of new classified personnel so that they may clearly understand:

- 1. The responsibilities of the position to which they have been assigned.
- 2. The person or persons to whom they are directly responsible.
- 3. The objective of the department of which they are assigned.
- 4. How to get professional and technical assistance when needed.

CONTRACT REF.: Classified Staff Negotiated Agreement