Mountain Education Charter
High School
"Providing students an opportunity to earn a high school diploma"

Student Services Department

Induction Program Overview

Pre-Induction
- Site Admin notify Student Services Director(s) about Openings/Interviews/Hires

Phase I - Site Orientation
- Conducted by Site Administrator(s)
- Review of building-level procedures
- Provide technology
- New Employee sign off on Site SMART Goals

Phase II - Department Orientation & Job-Specific Training/Shadowing
- "MEC Way"
- Technology check for job-specific training
- Conducted in person by Regional Student Services Trainer
  - Trainer's Site
- Shadowing coordinated by Trainer on as-needed basis

Phase III - Follow-up
- Conducted in person by Student Services Trainer
  - Trainee's Site