

New Teacher Onboarding Program

KARJAMAA PRIMARY SCHOOL



Our Group 😊



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Karjamaa Primary School

Karjamaa Primary School, located in Põhja-Tallinn district, is a public school focused on providing a supportive and inclusive educational environment for children from grades 1 through 9.

Karjamaa is also known for its extracurricular programs, KiVa programm development, supports cultural heritage, develops individualized learning programs for refugees and children with special educational needs.

Project Goals

School Intranet

Add useful links and resources on school intranet. Centralize useful materials for quick, convenient access.

Information Sharing

Make information sharing more accessible and comfortable.

Onboarding

Establish consistent onboarding process among new teachers at Karjamaa Primary School.

Project Importance

Information Overload

Information and communication process simplifying to prevent new teachers from the information overwhelm.

Resource Location

Create official school intranet with all the necessary materials for easy access and use by the new teachers.

Efficiency Barriers

Provide clear guidance for the new teachers, coach and lead them to using important teachers' systems, web-sites, applications.

Analyze the feedback

Make questionnaire, collect feedback from teachers, analyze their digital competence and info searching and sharing skills within first working trimester.



Risks, difficulties and threats

- Teachers will not consider the use of intranet important
- Teachers will have difficulty in working with new systems and websites
- Due to the transition to Estonian as the language of education, teachers' workload increase, which leads to having less time for learning something new

Idea Uniqueness

(in terms of our organisation)

Onboarding program

The school has not previously had a teachers' onboarding program.

Intranet

Brand new intranet for the information changing for the teachers' daily use.

Courses and trainings

Unique courses and trainings for the new teachers as part of onboarding.

Project Implementation

1 Planning Phase

Meet with school board, gather requirements, create project plan.

2 Development Phase

Collect materials, build intranet, prepare training sessions.

3 Execution Phase

Conduct trainings, launch intranet, gather feedback.

Training Sessions

1 First Session:
28.09.24
Cover eKool, email,
contacts, school board
introduction, LTP portal.

2 Second Session:
22.11.24
Introduce intranet and
demonstrate practical use
cases.

3 Hands-On Approach
Conduct sessions in
computer labs for practical
experience.

Intranet Features



Resource Library

Lesson plans, templates, guides readily available.



Weekly Updates

Regular school events, news and urgent messages.



Useful Links

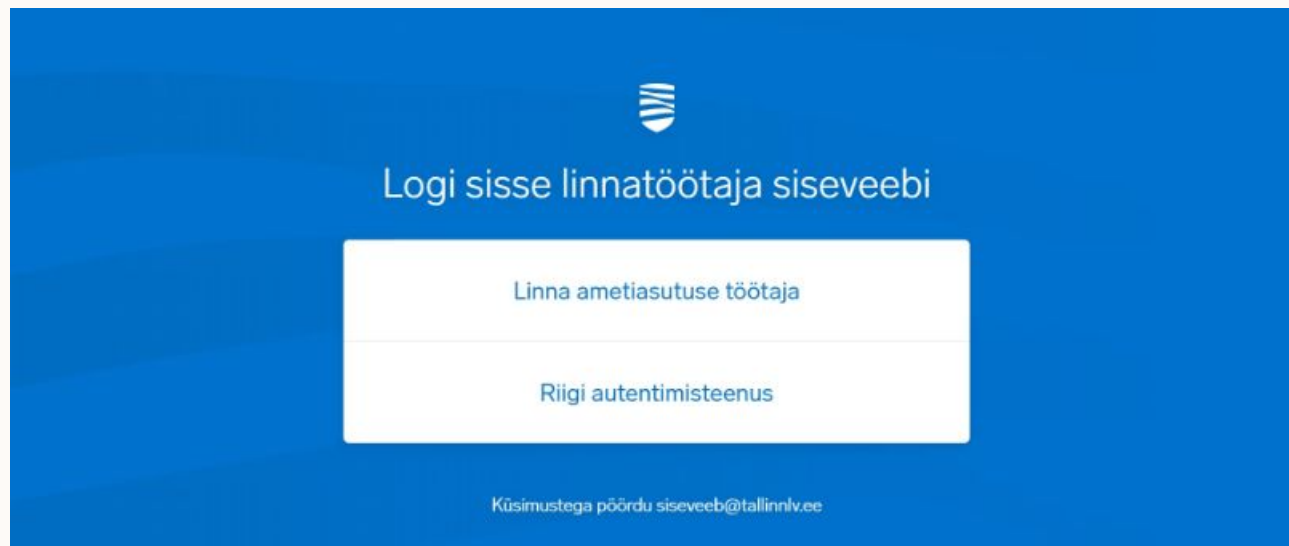
Quick access to essential external resources and websites.



Communication Hub

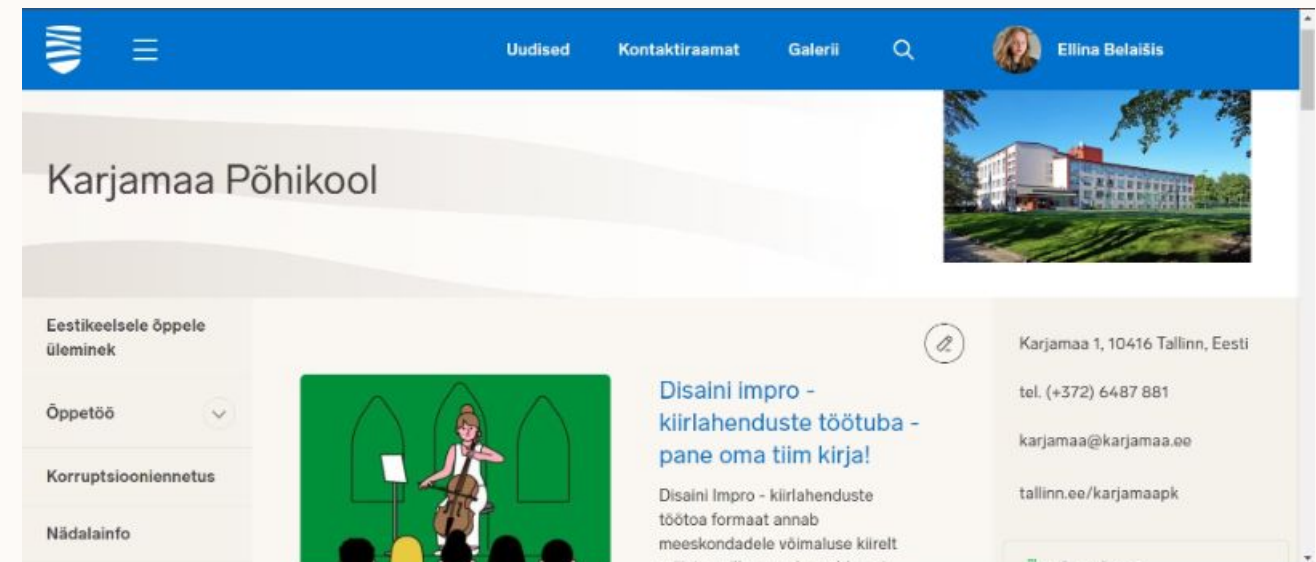
Contact book, a platform for announcements and news.

Intranet Structure



Logging in

The system can be accessible using personal identification, for example SmartID, and the information is only available for the school workers.



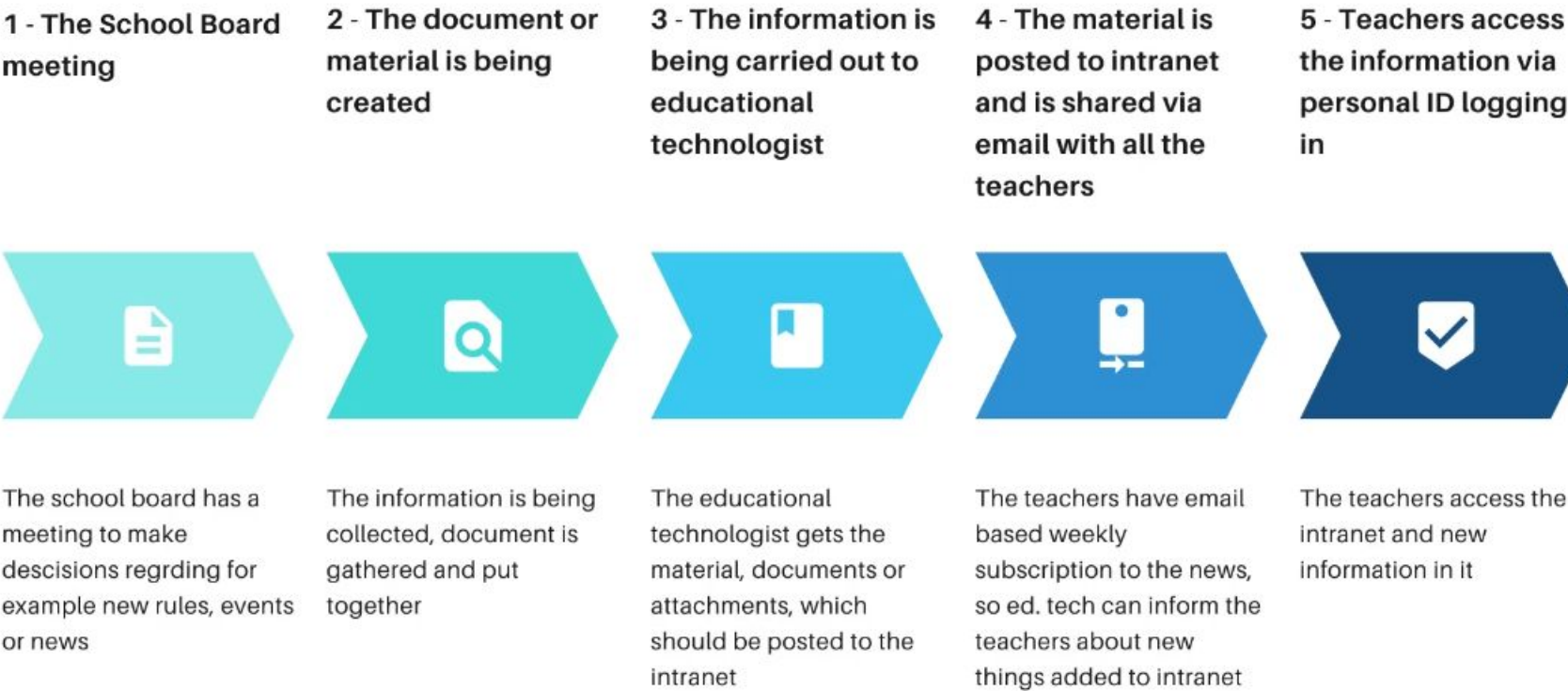
Menu and pages

The menu has subdivisions for the news, essential documents for teachers to use, contact book and public news for Tallinn city workers.

Intranet Infoflow

INFORAMTIONAL FLOW WITHIN INTRANET

KARJAMAA PRIMARY SCHOOL INTRANET STRUCTURE



Feedback and Improvement

1

Distribute Questionnaire

Gather feedback from new teachers post-training within first working trimester.

2

Analyze Responses

Analyze the collected feedback, identify strengths and areas for improvement.

3

Implement Changes

Refine program based on teacher feedback.

Expected Outcomes

Faster teachers' integration in working process	Increased confidence and knowledge who to ask for help	More comfortable info sharing process
Teachers' essential skills developed	Resource library within school official intranet	Written down and conducted onboarding process



