

**THE PARK SCHOOL  
NEW EMPLOYEE ORIENTATION  
Monday – Wednesday, August 24 - 26, 2026**

**MONDAY, AUGUST 24**

- 8:15 - 8:45** Light Breakfast - *Middle School Commons*
- 9:00 - 10:00** New Employees - Welcome and Introductions – *Middle School Commons*  
*Head of School (Dan Paradis), Associate Head of School (Priscilla Morales), Division Principals, Deans, New Employees*
- 10:00 - 10:15** Break
- 10:15 - 11:45** Discussion of Philosophy and Practice - *Middle School Commons*  
*Head of School (Dan Paradis), Associate Head of School (Priscilla Morales), Division Principals (Matt Doyle, Priscilla Morales, Traci Wright), New Employees, Mentors*
- 11:45 - 12:30** Lunch for New Employees - *Cafeteria*
- 12:30 - 1:00** Overview of Security Protocols and Information - *Middle School Commons*  
*Associate Head for Finance and Operations (Dan Schochor), New Employees*
- 1:00 - 1:30** Tutorial on Google Suite and Network - *Middle School Commons*  
*Director of IT and Information Services (Andy Scott), New Employees*
- 1:30 - 3:00** New Faculty - Meetings with Principals – *Locations determined by divisions*
- Note:** Health and Safety Topics  
[Vector Training videos](#) should be completed by August 22 (no need to send certificates)

**TUESDAY, AUGUST 25**

- 9:00 - 9:30** Light Breakfast - *Middle School Commons*
- 9:00 - 9:30** Mentors Meeting - *Blaustein Lecture Hall*  
*Associate Head of School (Priscilla Morales), Mentors*
- 9:30 - 11:00** Diversity, Equity and Inclusion Workshop - *Middle School Commons*  
*Director of DEI (Hayes Davis), New Employees, Mentors*
- 11:15 - 11:30** Group Photo – *Location TBD (Outdoors)*  
*New Employees*

- 11:45 - 1:00**    **Lunch** for New Employees and Mentors - *Cafeteria*
- 1:00 - 3:00**    Overview of Benefits and Onboarding - ***Blaustein Lecture Hall*** (**Print/bring new hire forms and ID**)  
*Director of Human Resources (Paula Sherman), Human Resources Generalist (Jamie Hoffberger), New Employees*

### **WEDNESDAY, AUGUST 26**

- 8:15 - 8:45**    Light Breakfast - ***Middle School Commons***
- 9:00 - 9:30**    New Employees and Mentors Meeting  
*(For New Employees in need of a photo for their Park employee badge, please go to Dale in facilities.)*
- 9:30 - 11:00**    The Meaning of Life  
*Director of Teaching and Learning (Josh Wolf)*
- 11:00 - noon**    Overview of Instructional Technology - ***MS/US Library***  
*Middle School Technology (Samira Phillips), Lower School Technology (Meghan Marinucci), New Faculty*
- noon - 1:00**    **Lunch** for New Employees and Mentors - *Cafeteria*
- 1:00 - 2:00**    Campus Tour - Meet in Front Lobby  
*New Faculty*
- 2:00 - 3:00**    Time in Divisions – classroom setup, meetings, etc.

### **Vector Training**

The following modules are assigned each year via an email from Vector Training. They are due by **Friday, August 28, 2026**. If you have recently completed each of the four modules as part of your new hire or rehire steps yet still receive an email, please let HR know. Rather than waiting for the invite, you can also use this [Vector link](#) to get started. Log in with your email address, no password needed. No need to send HR your certificates of completion!

#### **1. Bloodborne Pathogen Exposure Prevention Course**

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease. This course is designed to provide an overview of the dangers posed by bloodborne pathogens and steps you can take to protect yourself and others from exposure.

#### **2. Child Abuse Mandatory Reporting**

This course provides an overview of mandatory reporting requirements regarding child abuse and neglect and states the legal responsibilities.

### **3. Cybersecurity Overview**

This module discusses cybercrimes and the insidious methods cybercriminals use to obtain money and information.

### **4. Understanding Boundaries**

This course is designed to identify opportunities for prevention through policies and practices that protect both staff and students, and to review the responsibilities of staff members as mandatory reporters of child abuse.