**MEP STAFF ORIENTATION**

**MEP Staff Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. What does this staff person need to know about his/her assignment? (Goals of the MEP and their role? District’s 1 and 3 year targets and how they contribute to reaching them? Which students/families they will serve (PFS)? When and how they will carry out their role? Approved iGrant services?)
2. What does this staff person need to report to the MSIS? What are their documentation requirements and your expectations for two-way communication?
3. What professional development (PD) does this staff person need to be successful in his/her MEP position? What PD is required?
4. What is the timeline for your check-ins with this staff person? (quarterly? monthly? end of semester? high impact seasons?) What reports will be reviewed and discussed with them at your check-in meetings? What are performance expectations for this position?