Notice of Acceptance of Position as Site Administrator for New Employee Onboarding

I, _____, Principal at _____ understand the duties and responsibilities associated with the title of "Site Administrator" for new employee onboarding as stated below**:

- Collect application from prospective employee to present to school board for approval.
- Collect minutes containing voted action regarding prospective employee upon board approval.
- Complete Personnel Action Request Form and attain signature of approval from Principal.
- Collect signed job description from employee or work permit in the case of a student worker (if your school does not have working job descriptions, templates and guidelines will be available to you upon request).
    - Send all aforementioned documents to CCC Office of Education via e-mail attachment.
- Send prospective employee to be Live Scan Fingerprinted.
- Monitor progress of new hire paperwork via Onboardcentrics Software, upon acceptance of initial paperwork by CCC Office of Education, and countersign documents as needed.
- Contact prospective employee to complete necessary forms as needed.
- Ensure that prospective employee does not begin employment prior to the official notice of final approval from the CCC Office of Education.

***Please initial selection**

___ I, the Principal, wish to perform the duties of "Site Administrator" myself.

AND/OR

___ I, the Principal, wish to delegate the duties and responsibilities of "Site Administrator" to:

_____
Name   Current Position

Acknowledgement of "Site Administrator" *(Please Initial)*:

___ I, the designated "Site Administrator," have read the duties and responsibilities listed above and agree to perform said duties to the best of my ability and understand the responsibilities related to the position of "Site Administrator for New Employee Onboarding."

_____   _____
Principal Signature and Date   Site Administrator Signature and Date

_____   _____
Principal Name (Print)   Site Administrator Name (Print)

***Please return this form to Jessica Maynez in the Office of Education at jmaynez@cccsda.org. Thank you!*