



Director Guidance for New Employees (March 2024)

- For all new employees**, Directors, please complete the [New Employee Form](#). Upon submitting, the system will generate an email to Rob Hillman, Lisa Rivera, and Jenny Verdugo. Lisa and Jenny will follow up with you and the new employee as follows:
Web App: Lisa will confirm with the Director that the new employee has completed the Data Security and MSIX Training and then set up a Web App account.
Newsletter/Professional Development Announcement Distribution List and Website: Jenny will add the new employee's institutional email address to the to the distribution list. She will then email the new employee, copying the Director, and attach the [New Employee Welcome Letter](#) on behalf of the State. Additionally, Jenny will set up a NYS-MEP website account and offer to meet with the employee, via Zoom, for a tour of the website to call out specific and timely resources.
- When a new Data Specialist (DS)** is hired, please email Odilia Coffta (Odilia.Coffta@oneonta.edu), and copy Lisa Rivera (Lisa.Rivera@oneonta.edu). Odilia will provide training for Web App. Lisa will set up the account.
- ID&R Issued Devices:** If the new employee will be using a device issued by ID&R, please complete the [Device Assignment Form](#). This is important to keep inventory records current. Rob Hillman will initiate an *Equipment Loan Agreement* that both the new employee and Will Messier will sign. The signed copy will be sent to the METS Director.
Recommended Recorded Modules for all New Employees:
(Accessible On-Demand, via the NYS-MEP Website)
- [New York State Migrant Education Program: An Overview](#)
Introduces new employees to the Migrant Education Program. 42-minute video. (Plan additional time to review resources.)
- [The Agricultural Industry: Understanding the context of the families we serve](#)
Introduces staff to the history and current state of agriculture. 45-minute video. (Plan additional time to review resources.)
- [Partnering with Families to Support Children's Development](#)
Guiding principles that we use to support the process and goal of partnering with families. 95-minute video. (Plan additional time to review resources.)
- [Working with Interpreters: Supporting Parents](#)
Learn simple tips you can share with parents about managing conversations while speaking through an interpreter. 40-minute video. (Plan additional time to review resources.)
- [Supporting Advocacy to Self-Advocacy](#)
Supporting Advocacy to Self-Advocacy is one of the three pillars of the New York State Migrant Education Program's Theory of Action. 45-minute video. (Plan additional time to review resources.)