

## ▶ Start the Job Off Right

You were hired because you are the best candidate for the job. Keep that positive image going by practicing some of these tips.

- Build relationships. Get to know your co-workers. This means fellow support staff members and teachers.
- Check school policy. Know which policies affect your work assignment (discipline policy, dispensing of medication).
- Find a shoulder. From time to time, you may need to talk to someone about the job or for advice. Find someone to turn to that you can trust.
- Get organized. Set up a routine for getting your work done efficiently.
- Improve yourself. Set at least one goal to work toward in your job whether it's a promotion or improving a skill.
- Develop resources. Know where to go to get help when you need it. Your association building rep is a good place to start.
- Do your best. Know what can keep you from doing your best at work and then figure out a way to work around it.
- Be prepared for working with students. If your work involves students, know what policies affect you and them. If you are working with a teacher, know what is expected of you.
- Be flexible.
- Be patient.
- Have a sense of humor!