School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
October 27, 2026

Standard Operating Procedure
Onboarding of New Staff for the School Board Office

PURPOSE:

To determine a process for onboarding new staff for the School Board Office, including School Board Member staff.

SCOPE:

The members of the School Board Office staff include: the clerk, deputy clerks, Support Tech I, Support Tech II, and the Administrative Assistant to the School Board. Each School Board Member may have one District Director/Staff Aide/SEAA and one Staff Assistant.

When new staff comes to the School Board team, the onboarding process will be facilitated by the Clerk's Office. This onboarding process is outside of the process through Fairfax County Public School's human resources department.

ROLES:

Clerk's Office: The Clerk's Office is responsible for a onboarding new staff on topics that pertain to the entire School Board Office, such as using Zoom, client management software, newsletters, and other internal FCPS tools and practices. The Clerk's Office will not determine roles and responsibilities within a School Member's Office. The Clerk and deputy clerks are responsible for onboarding new School Board Office staff. Onboarding depends on roles.

School Board Members: School Board Members are responsible for onboarding, with assistance from existing staff members, new staff for their office and inter-office procedures. It is up to the individual School Board Members to who is responsible for what within their own office.

School Board Member Staff: Incoming School Board Member staff should work with the Clerk team to schedule a two to three hour block for the onboarding process.

TIMELINE:

The incoming School Board Staff Member should work to schedule their onboarding with the Clerk team within the first two to three weeks of their employment.

The incoming School Board Office staff should be given an onboarding date from the Clerk upon acceptance of the role.

GUIDELINES:

The Clerk Office will provide a general understanding of use and permissions for FCPS tools and practices.

Each School Board Member office may use the tools slightly differently than another, but they should follow the same guidelines laid out in any policies, regulations, or best practices documents provided by the school district.

Permissions and log in information requests for tools highlighted in the onboarding process should come from the Clerk's Office. School Board staffers should not reach out to IT or the related offices without coordinating with the Clerk's office or their School Board Member.