



SEAT OF WISDOM DIOCESAN INSTITUTE

"Do whatever he tells you." - John 2:5

New Staff Member _____

Checklist for Seat of Wisdom Expectations:

- Read through Seat of Wisdom Overview for Catholic School Personnel

- Create Seat of Wisdom Account with new faculty member
 - Email
 - Mailing Address
 - Phone number
 - Date of Hire
 - Current position

- Indicate the Level of Certification needed for new faculty member's current position
 - Core Basic
 - Advanced
 - Renewal (for those coming from other Wisconsin Diocese & have obtained certification)

- Establish the Deadlines for Core Basic, Intermediate and Advanced Certification
 - Core Basic (3 years from hire date)
 - Intermediate (5 years from hire date)
 - Advanced (8 years from hire date)
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- Review options for coursework to be completed
 - August SOWDI Days (Core Basic & Advanced courses)
 - Monthly School Day offerings (Core Basic Curriculum)
 - Monthly Saturday Offerings (Core Basic & Advanced courses)
 - June Offerings (Core Basic & Advanced Coursework)

- Explain the renewal expectation of 12 hours per contract/fiscal year

- Issue Seat of Wisdom Binder with tracking sheets and instructions

- Instruct on Policy in the event that Certification is not completed

Date Reviewed _____ Principal (Initialed) _____ Staff member (Initialed) _____