

DISTRICT OFFICE

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To: Educational Assistants

From: Matt Hillmann, Director of Administrative Services

Date: August 8, 2014

Re: August 25, 2014 Schedule and other EA trainings

This year <u>all</u> educational assistants will report for an eight-hour training day on Monday, August 25, 2014. Below is the schedule for August 25.

7:30 am – 9:45 am: All Educational Assistants will attend school meetings.

9:45 am – 12:00 pm: Bridgewater, Greenvale Park, and Middle Schools EAs

• District Services Update (10:00 am – 11:00 am | HS Auditorium)

• Required Bullying & Bloodborne Pathogen Training* (11:00 am – 12:00 pm)

High School, Longfellow, and Sibley EAs

• Work with supervising teachers to prepare for upcoming school year

• PCAs also attend specialized training:

Sibley: 9:45 am – 11:00 am

High School: 10:00 am - 12:00 pm

12:00 pm – 1:00 pm: Lunch

1:00 pm – 4:00 pm: Bridgewater, Greenvale Park, and Middle Schools EAs

• Work with supervising teachers to prepare for upcoming school year

PCAs also attend specialized training:

Greenvale Park: 1:00 pm – 1:30 pm Bridgewater 1:45 pm – 2:15 pm Middle School: 2:30 pm – 3:30 pm

High School, Longfellow, and Sibley EAs

- Work with supervising teachers to prepare for upcoming school year
- District Services Update (2:00 pm 3:00 pm | HS Auditorium)
- Required Anti Bullying & Bloodborne Pathogen Training* (3:00 pm 4:00 pm)

http://clmi.mnlms.net/mnet/hlms/northfieldpublicschools/tsvr

Your user name for the training web site is the first initial of your first name followed by your last name. For example, if your name is Joe Smith, your user name will be jsmith. Bloodborne Pathogen training is <u>required</u> for Educational Assistants who supervise playgrounds, work in low incidence, NB, EBD, or Early Childhood Special

^{*} The Bloodborne Pathogen training can be accessed online at:

Education programs. If an Educational Assistant cannot complete the Bloodborne Pathogen training during the morning time slot, they may complete it on another day that they are not scheduled to work and submit a payroll claim form for one hour as compensation for the training. Please direct any questions about the Bloodborne Pathogen training to Laurie Prior in the District Office at (507) 663-0610.

If you have questions about the August 25th training, contact your building principal or Matt Hillmann. You will use the new TimeClock Plus system procedures that day to receive payment.

* The Anti Bullying training online materials were emailed to all District employees on August 5th.

Other Training

Following are trainings for special education staff. Please note that some of these trainings are mandatory, dependent upon your work assignment or job classification. If you are required to attend one or more of these trainings beyond your normal work calendar, you will be compensated for your time by completing a payroll claim form and sending it to the Special Services office at Longfellow.

Educational Assistants must complete the required trainings and maintain the required certifications in order to be considered "Highly Qualified" by the MN Dept. of Education.

Non-violent Crisis Intervention (CPI) - Pre-registration required

Yearly certification is mandatory for:

- Licensed staff who work Level 2-3 EBD, NB, and Low Incidence
- ALL Educational Assistants who are classified as PCAs.

Initial Training: Friday, August 22, 8:00 am – 4:00 pm Longfellow 102

If it has been more than 18 months since your last certification, you must re-take

the Initial training.

Recertification: Session 1 - Wednesday, August 20, 7:30 – 11:30 Longfellow 102

Session 2 - Wednesday, August 20, 12:00 - 4:00 Longfellow 102 Session 3 - Thursday, August 21, 7:30 am - 11:30 am Longfellow 102 Session 4 - Thursday, August 21, 12:00 pm - 4:00 pm Longfellow 102

CPR Training - Pre-registration required

Recertification is required every two (2) years * for:

- Licensed staff who work in Early Childhood Special Education and Low Incidence classrooms, and those who work with medically fragile students
- All Educational Assistants who are classified as PCAs.
- Others may elect to attend on a space available basis, but will not be compensated for their time.

Tuesday August 19: Session 1 – 8:00 am – 11:30 am Longfellow gymnasium Session 2 – 12:30 pm – 3:30 pm Longfellow gymnasium

Registration

To register for the above two trainings, contact Laura Greenlund at (507) 645-3410 or laura.greenlund@nfld.k12.mn.us.

^{*} The Student Services office maintains a list of certification due dates. If you are not sure when your certification is due, please contact Laura Greenlund.

New PCA Training

This training is mandatory for **NEW** PCAs. If you are brand new or you were hired last year, but never trained, this training IS FOR YOU.

The training date and time has not been determined. You will be contacted by email if you need this training. Training includes body mechanics, transfers, assistance with walking (gait), and the use of a mechanical lift. (Hoyer Lift).