

To: Educational Assistants  
From: Cheryl Hall, Director of Special Services  
Date: August 11, 2017  
Re: 2017 August Workshop Schedule

Welcome to the 2017-18 School year! This year All educational assistants will report for full day training, (7:30-3:30, with an hour lunch break) on Tuesday, August 29<sup>th</sup>, 2017. The schedule for the day is detailed below.

7:30 Rolls and Coffee **MS Cafeteria**

8:00 Superintendent's Message: **MS Auditorium**  
followed by Guest Speaker: Dr. Clay Cook

10:00 Building Staff Meetings: **Various Buildings**

**11:30 Lunch on your own**

12:30 -3:30 Complete the following trainings as required:

- Mandatory online training: see links at bottom of page\*
  - Blood Borne Pathogens \* See additional information on Mandatory Annual Training on the District Website.
  - Bullying: **Required for new EAs** and every three years. Initial training was completed last year, so we are in year 2.\*\*
- **Meet with your assigned Special Ed Teacher(s)** to review IEP information, classroom procedures, how you will communicate, roles and responsibilities, etc
  - Annual Training/Meetings with specialists: Check with your assigned teacher for the schedule at your building/classroom as needed:
    - District Nurse, Elizabeth Bade; Review health Plans/procedures/Meds.
    - Physical Therapist, Jamin Sawyer: Body Mechanics Review and specific student transfer procedures
    - MA Billing Specialist, Teresa Rome: MA billing Documentation Procedures.
    - Sped Transportation Specialist, JoAnn Gilbert, Roles and responsibilities during drop off/pick up and lift operation.
    - Occupational Therapists: Lori Warner and Stephanie Mahal- *Elementary only*, New Motor Room Curriculum review and procedures
- **Assist Supervisors , Teachers, Therapists with Room and Instructional Material Preparation**
- **Grow your skills:** Review Online Training available:
  - on Infnitec <http://www.myinfinitec.org> This is not just for Special Ed. It has a variety of topics and
  - Aims Modules <http://www.autisminternetmodules.org> ( While these are labeled for students with ASD we find that the information can apply to all disability categories.).

**\*Bullying Prevention:** Infinitec: <http://www.myinfinitec.org> Required Every 3 years.

You will need to sign up for an account if you have not done so. (The account is free.)

- After logging in, type Bullying Basics in the search box: Scroll to UCP Open Search and it is the first one listed: Bullying Basics.
  - 1. Watch the 11 minute video presentation.
  - 2. Take the quiz (must have 80% to pass; you may re-take the quiz until the 80% goal is reached).
  - 3. Print your certificate of completion.

**\*\*Blood Borne Pathogens Training** – See Mandatory Annual Training on the District Website August workshop for more information/requirements.

To Login to the training:

- Start at the District Home page.
- Select **About**,
- then select **Departments then Buildings & Grounds**. At the bottom of that page click on **“Masterynet Online Training for District Employees”**.
- Log in using your first initial last name .

When you complete the training you may print a copy of the completion certificate for you own records. We do not need a copy.

**We will continue to offer options for training during the PLC hour on Wednesdays during the school year. We encourage you to use this time to develop your skills and understanding of the students you are working with or may work with in the future. Look for our new Educational Assistants Handbook to be coming soon!**

*Have a wonderful year! Thank you in advance for all of the wonderful things you do for our Northfield Students and teams!.*