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To: Educational Assistants

From: Matt Hillmann, Director of Administrative Services

Date: August 11, 2015

Re: August 31, 2015 Schedule and other EA trainings

This year <u>all</u> educational assistants will report for an eight-hour training day on Monday, August 31, 2015. Below is the schedule for August 31.

7:45 am – 9:45 am:	All Educational Assistants will attend school meetings.	
10:00 am – 11:30 am:	SpEd PCAs, Low Incidence, NB, & medically fragile program EAs attend update meetings in High School Cafeteria.	
	All other EAs attend technology training in the Northfield High School computer lab.	
11:30 am – 12:30 pm:	Lunch (on your own)	
12:30 pm – 3:00 pm:	All Special Education EAs attend Special Education training in High School Auditorium	
	General Education only EAs report to their assigned areas in their home buildings.	
3:00 pm – 3:45 pm:	All EAs attend District Services updates in the Northfield High School Upper Cafeteria.	
3:45 pm – 4:45 pm:	All EAs complete necessary online trainings (anti-bullying, bloodborne pathogens, etc.) as needed in the Northfield High School computer lab.	

* The Bloodborne Pathogen training can be accessed online at:

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 Education programs. 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 31st training, contact your building principal or Matt Hillmann. You will use TimeClock Plus to clock in and out that day.

You will be required to complete the anti-bullying training if you had not done so last year. Instructions for the anti-bullying training will be available in the computer lab during the 3:45 pm - 4:45 pm session.

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, ASD, and Low Incidence
- ALL Educational Assistants who are classified as PCAs.

Initial Training : Monday, August 24, 8:00 am – 3:00 pm (lunch break built in) Tuesday, August 25, 8:00 am – 3:00 pm (lunch break built in) Wednesday, August 26, 8:00 am – 3:00 pm (lunch break built in) Thursday, August 27, 8:00 am – 3:00 pm (lunch break built in)

All CPI trainings take place at the Longfellow gymnasium.

Please register for one of the above sessions at: <u>http://goo.gl/forms/bxKgcjITcw</u>

Important CPI Notes:

- If it has been more than 18 months since your last certification, you must re-take the Initial training.
- Since the training content has changed this year, initial and recertification sessions will be held together this year.

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 25:	Session 1 – 8:00 am – 11:00 am	Longfellow gymnasium
	Session 2 – 12:30 pm – 3:00 pm	Longfellow gymnasium

Registration

To register for the above two trainings, contact Laura Greenlund at (507) 645-3410 or lgreenlund@northfieldschools.org

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.