

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 all 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)

* 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 required for Educational Assistants who supervise playgrounds, work in low incidence, NB, EBD, or Early Childhood Special

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).