

To: Educational Assistants  
From: Mary Grace Hanson, Director of Teaching and Learning  
Date: August 12, 2016  
Re: August 30: Educational Assistants Workshop Day

Welcome to the 2016-17 school year! This year ALL educational assistants will report for an eight-hour training day (7:30-4:30, with an hour lunch break) on Tuesday, August 30, 2016. The schedule for the day is detailed below.

- 7:30** Rolls and Coffee: **MS Cafeteria**  
**8:00** Superintendent's Message: **MS Auditorium**  
**9:00** Building Staff Meetings: **Various buildings**  
**10:30** Meeting 1: **HS Auditorium**  
Required District Training (Lynn Krominga)  
**12:30** Lunch (on your own)  
**1:30-3:30** Time to meet with classroom teacher and work in classroom in various buildings.  
**3:30-4:30** On-line training: Bullying Prevention and Blood Borne Pathogens; completed in the computer labs at each building.

**Bullying Prevention:** Infintec: <http://www.myinfintec.org>

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:** (Lynn Krominga will provide the link for the on-line training.)

**Non-violent Crisis Intervention (CPI):**

Recertification is required each year for licensed and non-licensed staff who work in Low Incidence, Neurobiological, Emotional/Behavioral Disability classrooms. Recommended for all special education staff.

**Initial Course: August 22, 8:00-4:00**

**Refresher Courses:**

- August 17, 8:00-12:00
- August 18, 12:00-4:00
- August 19, 8:00-12:00
- August 23, 8:00-12:00
- August 25, 4:00-8:00
- August 26, 8:00-12:00

**CPR Training:**

Recertification is required every two years for:

- Licensed staff who work in Early Childhood Special Education and Low Incidence classrooms.
- 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.

There will be 4 sessions of CPR training the week before pre-school workshops. You need to attend only one of the sessions. If you want a certification card the cost is \$5.00.

Monday August 22, 2016 8:00 a.m. to 11:00 a.m. Longfellow School

or 12:00 p.m. to 3:00 p.m. Longfellow School

Tuesday August 23, 2016 8:00 a.m. to 11:00 a.m. Longfellow School

or 12:00 p.m. to 3:00 p.m. Longfellow School

*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.*