

To: Educational Assistants

From: Matt Hillmann, Director of Human Resources and Technology

Date: August 8, 2012

Re: August 30, 2012 Schedule and other EA trainings

This year all educational assistants will report for an eight-hour training day on Thursday, August 30, 2012. This training day will replace the other trainings that have been placed on workshop days throughout the school year. Below is the schedule for August 30:

7:30 am - 12:00 pm: All Educational Assistants work with their supervisor or their classroom teacher to prepare for the upcoming school year. EAs should use this time to complete Bloodborne Pathogen training using their school's 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 required for Educational Assistants who supervise playgrounds, work in low incidence, NB, EBD, or Early Childhood Special Education programs.

PCAs: Elizabeth Bade and Laurie Larson will be meeting with Educational Assistants PCAs at specific buildings to review various PCA skills during the morning session. Only PCAs in these buildings attend these trainings:

Sibley 7:45 am
High School 8:45 am,
Middle School 9:45 am.

Afternoon Sessions: All Educational Assistants will attend the two sessions listed below. Both sessions will be held in the Northfield High School Auditorium.

1:00 – 3:00 Fostering Independence
Deb Peters, Autism Resource Specialist

3:00 – 4:00 Motor Activity Implementation
Shannon Flegel, OTR and Stephanie Mahal, OTR

If you have questions about the August 30 training, contact your building principal or Matt Hillmann in the Human Resources office. You will submit a blue payroll claim form to be paid for this day. Submit the form to your building principal.

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 Student Services office at Longfellow.

Educational Assistants: Please understand that if you do not complete required trainings and maintain required certifications, you are not 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 in Level 2-3 EBD, NB, and Low Incidence classrooms
- ALL Education Assistants who are classified as PCAs.

Recertification: Session 1 - Thursday, August 23, 7:30 – 11:30 Longfellow 102
Session 2 - Thursday, August 23, 12:00 – 4:00 Longfellow 102

Initial Training: Friday, August 24, 7:30 – 4:00 Longfellow 102 (30 minute lunch)

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 Education Assistants who are classified as PCAs.
- Others may elect to attend on a space available basis, but will not be compensated for their time.

Thursday August 23, Session 1 – 8:00 – 11:00 HS Media Ctr.
Session 2 – 1:00 – 4:00 HS Media Ctr.

Registration

To register for the above two trainings, contact Laura Greenlund at (507) 645-3410 or laura.greenlund@nfld.k12.mn.us by no later than Monday, August 20.

** 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).