

**To:** Educational Assistants

**From:** Matt Hillmann, Director of Administrative Services

**Date:** August 8, 2013

**Re:** August 26, 2013 Schedule and other EA trainings

This year all educational assistants will report for an eight-hour training day on Monday, August 26th, 2013. Below is the schedule for August 26:

**7:30 am – 11:45 am:** All Educational Assistants will attend school meetings and 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. If an Educational Assistant cannot complete the Bloodborne Pathogen training during the morning time slot, they may complete it on another day that they are not scheduled to work and submit a payroll claim form for one hour as compensation for the training. Please direct any questions about the Bloodborne Pathogen training to Laurie Prior in the District Office at (507) 663-0610.

**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: 9:30 am  
Middle School: 10:45 am  
High School: 11:30 am

**12:15 pm – 1:45 pm:** PCA training in the High School auditorium. Non-PCAs will have an opportunity to continue to work with their supervisor or classroom teacher in their own buildings.

**1:45 pm – 3:15 pm:** District office systems and overview (All Educational Assistants) in the High School auditorium.

**3:15 pm – 4:00 pm:** Technology training in the High School auditorium.

If you have questions about the August 26th training, contact your building principal or Matt Hillmann in the Human Resources office. You will use the new TimeClock Plus system procedures that day to receive payment.

## 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 in Level 2-3 EBD, NB, and Low Incidence classrooms
- ALL Educational Assistants who are classified as PCAs.

**Initial Training:** Tuesday, August 20, 7:30 – 4:00 Longfellow 102 (30 minute lunch)

**Recertification:** Session 1 - Wednesday, August 21, 7:30 – 11:30 Longfellow 102  
Session 2 - Wednesday, August 21, 12:00 – 4:00 Longfellow 102

### 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.

Wednesday August 21: Session 1 – 7:45– 10:45 Longfellow gymnasium  
Session 2 – 12:45 – 3:45 Longfellow gymnasium

### Registration

To register for the above two trainings, contact Laura Greenlund at (507) 645-3410 or [laura.greenlund@nfld.k12.mn.us](mailto: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).