

# 2009-2010 Mandatory Content Requirements Guide for Instructional Support Staff and Campus Support Staff



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### Elementary Instructional Support Staff

Library Clerks	<ul style="list-style-type: none"> <li>■ Librarian Summit (7); and</li> <li>■ Selection(s) as identified in the Library Media Services section within the <i>Other Campus Professionals Catalog</i> (7)</li> </ul>
Nurse Assistants/Clinics Attendants (Elementary)	<p>Enroll in the following 14 hours content training as identified in the Health Services section within the <i>Other Campus Professionals Catalog</i>:</p> <ul style="list-style-type: none"> <li>■ Student Services Academy on Trauma (7) (Registration is on-site, not in Oracle)</li> <li>■ AHA Heartsaver CPR/AED Recertification (3.5)</li> <li>■ Medical Websites for Health Services Staff (3.5)</li> </ul>
Teacher Assistants: Bilingual/ESL	<ul style="list-style-type: none"> <li>■ Providing Language and Literacy Support to ELLS, [Gr. K-6 Bilingual/ ESL TA's] (7); and</li> <li>■ Selection(s) as identified in the Teacher Assistants section of the <i>Campus Support Staff Catalog</i> (7)</li> </ul>
Teacher Assistants: General Education (Elementary)	<p><i>Select 14 hours from the following:</i></p> <ul style="list-style-type: none"> <li>■ CHAMPs for Teacher Assistants (7)</li> <li>■ Teacher Assistant Orientation (7)</li> <li>■ Classroom Teams that Work (7)</li> <li>■ Maximize Tutoring Plans to Impact Student Success (7)</li> <li>■ Grammar in the Workplace (7)</li> <li>■ Communication: The Power of Words (7)</li> <li>■ Dimensions of Behavior (7)</li> <li>■ Using Technology Effectively (7)</li> <li>■ MS Word 2007 for TAs and Campus Clerical Support Staff (3.5)</li> <li>■ Excel 2007 for TAs and Campus Clerical Support Staff (3.5)</li> <li>■ PowerPoint 2007 for TAs and Campus Clerical Support Staff (3.5)</li> <li>■ Google Docs for TAs and Campus Clerical Support Staff (3.5)</li> <li>■ StuSys Fundamentals (3.5)</li> </ul>

## 2009-2010 Mandatory Content Requirements Guide for Instructional Support Staff and Campus Support Staff

### ***Elementary Instructional Support Staff (Continued)***

<p>Teacher Assistants: Physical Education</p>	<p>Enroll in 14 hours of content training as identified in the Physical Education section within the <i>Enrichment Catalog</i>:</p> <p><i>Required Session:</i></p> <ul style="list-style-type: none"> <li>■ D.I.S.D. Keeping Kids Fit to Achieve! Conference – Day 1 (7)</li> </ul> <p><i>Select 7 hours from the following:</i></p> <ul style="list-style-type: none"> <li>■ D.I.S.D. Keeping Kids Fit to Achieve! Conference – Day 2 (7)</li> <li>■ CPR/AED/First Aid Provider Course (3.5 hours)</li> <li>■ TAHPERD Summer Conference (7)</li> <li>■ TAHPERD Region 6 Workshop (7)</li> </ul>
<p>Teacher Assistants Prekindergarten and PPCD ONLY – Early Childhood Department</p>	<p>Enroll in the following 14 hours of content training as identified in the Core Content <i>Early Childhood Catalog</i>:</p> <ul style="list-style-type: none"> <li>■ Energizing the Curriculum for Student Success in Prekindergarten (7)</li> <li>■ Aligning Instruction in Prekindergarten: Planning, Implementing, and Monitoring (7)</li> </ul>
<p>Activities for Daily Living (ADL) Teacher Assistants <b>(New to District/ Program)</b></p>	<ul style="list-style-type: none"> <li>■ Special Education Paraprofessional Foundations** (7)</li> <li>■ Positive Learning Environment* (7)</li> </ul> <p>*Course will be found in the <i>Special Education Catalog</i>. **Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Activities for Daily Living (ADL) Teacher Assistants <b>(Experienced)</b></p>	<ul style="list-style-type: none"> <li>■ Positive Learning Environment* (7)</li> <li>■ ADL Assessment* (3.5)</li> <li>■ ADL Assistive Technology* (3.5)</li> </ul> <p>*Course will be found in the <i>Special Education Catalog</i>.</p>
<p>Autism Teacher Assistants <b>(New to District/ Program)</b></p>	<ul style="list-style-type: none"> <li>■ Special Education Paraprofessional Foundations** (7)</li> <li>■ Enhancing Instruction for Paraprofessionals in the Autism Program** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Autism Teacher Assistants <b>(Experienced)</b></p>	<p><i>Required Session:</i></p> <ul style="list-style-type: none"> <li>■ Enhancing Instruction for Paraprofessionals in the Autism Program** (7)</li> </ul> <p><i>Select 7 hours from the following:</i></p> <ul style="list-style-type: none"> <li>■ Basic Spanish for Paraprofessionals** (7)</li> <li>■ Technology in the Classroom II** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>

## 2009-2010 Mandatory Content Requirements Guide for Instructional Support Staff and Campus Support Staff

### ***Elementary Instructional Support Staff (Continued)***

<p>Behavior Program (BP) Teacher Assistants <b>(New to District/Program)</b></p>	<ul style="list-style-type: none"> <li>■ Special Education Paraprofessional Foundations** (7)</li> <li>■ Overview of the Behavior Program* (7)</li> </ul> <p>*Course will be found in the <i>Special Education Catalog</i>. **Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Behavior Program Teacher Assistants <b>(Experienced)</b></p>	<p><i>Required Sessions:</i></p> <ul style="list-style-type: none"> <li>■ Behavior Program Updates* (3.5)</li> <li>■ Review 360 for the Behavior Program** (3.5)</li> </ul> <p><i>Select 7 hours from the following:</i></p> <ul style="list-style-type: none"> <li>■ Basic Spanish for Paraprofessionals** (7)</li> <li>■ Technology in the Classroom II** (7)</li> </ul> <p>*Course will be found in the <i>Special Education Catalog</i>. **Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Deaf Education/ Speech Communication, Parent-Infant, Pre-School Teachers, Teacher Assistants and Interpreters <b>(New to District/Program)</b></p>	<p><i>Required Session:</i></p> <ul style="list-style-type: none"> <li>■ Modifications and Accommodations (7)</li> </ul> <p><i>Select 7 hours from the following:</i></p> <ul style="list-style-type: none"> <li>■ Energizing the Curriculum for Student Success in Prekindergarten (7)</li> <li>■ Aligning Instruction in Prekindergarten: Planning, Implementing, and Monitoring (7)</li> </ul>
<p>Deaf Education/ Speech Communication, Parent-Infant, Pre-School Teachers, Teacher Assistants and Interpreters <b>(Experienced)</b></p>	<p><i>(Teacher Assistants will be assigned to classes by Program Supervisor)</i></p> <ul style="list-style-type: none"> <li>■ Modifications/Accommodations to the Curriculum* (3.5)</li> <li>■ Deaf Education Early Childhood Updates* (3.5)</li> <li>■ Interpreter Trainer Workshop* (14)</li> <li>■ HOPE/Advanced Bionics* (7)</li> </ul> <p>*Course will be found in the <i>Special Education Catalog</i>.</p>
<p>Functional Living Skills (FLS) Teacher Assistants <b>(New to District/Program)</b></p>	<ul style="list-style-type: none"> <li>■ Special Education Paraprofessional Foundations** (7)</li> <li>■ R.I.G.O.R. for Paraprofessionals** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>

## 2009-2010 Mandatory Content Requirements Guide for Instructional Support Staff and Campus Support Staff

### ***Elementary Instructional Support Staff (Continued)***

<p>Functional Living Skills (FLS) Teacher Assistants (Experienced)</p>	<p><i>Required Session:</i></p> <ul style="list-style-type: none"> <li>■ R.I.G.O.R. for Paraprofessionals** (7)</li> </ul> <p><i>Select 7 hours from the following:</i></p> <ul style="list-style-type: none"> <li>■ Basic Spanish for Paraprofessionals** (7)</li> <li>■ Technology in the Classroom** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Inclusion – Teacher Assistants (New to District/ Program)</p>	<ul style="list-style-type: none"> <li>■ Special Education Paraprofessional Foundations** (7)</li> <li>■ Special Education Elementary Programs Teacher Assistant Best Practices** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Inclusion – Teacher Assistants (Experienced)</p>	<p><i>Required Session:</i></p> <ul style="list-style-type: none"> <li>■ Special Education Elementary Programs: Teacher Assistant Best Practices** (7)</li> </ul> <p><i>Select 7 hours from the following:</i></p> <ul style="list-style-type: none"> <li>■ Basic Spanish for Paraprofessionals** (7)</li> <li>■ Technology in the Classroom II** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Pre-School Program for Children with Disabilities Teacher (PPCD) (New to District/ Program)</p>	<ul style="list-style-type: none"> <li>■ Special Education Paraprofessional Foundations** (7)</li> <li>■ PPCD Program Specific Updates* (3.5)</li> <li>■ Special Education Updates for PPCD Teachers* (3.5)</li> </ul> <p>*Course will be found in the <i>Special Education Catalog</i>. **Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Pre-School Program for Children with Disabilities Teacher (PPCD) (Experienced)</p>	<ul style="list-style-type: none"> <li>■ PPCD Program Specific Updates* (3.5)</li> <li>■ Special Education Updates for PPCD Teachers* (3.5)</li> <li>■ Best Practices in Early Childhood for PPCD Teacher Assistants** (7)</li> </ul> <p>*Course will be found in the <i>Special Education Catalog</i>. **Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Teacher Assistants: Technology Applications Lab</p>	<p><b><u>With at Least One-Year Experience in Tech Apps Lab</u></b></p> <ul style="list-style-type: none"> <li>■ Tech Apps Emerging Technology – Gadgets (7)</li> <li>■ Tech Apps Emerging Technology – Web 20 (7)</li> </ul> <p><b><u>Newly Assigned To Tech Apps Lab</u></b></p> <ul style="list-style-type: none"> <li>■ Tech Apps Lab Basics – Curriculum and Lab Integrity (7)</li> <li>■ Tech Apps Lab Basics – Software Exploration (7)</li> </ul>

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### Elementary Campus Support Staff – Clerks/CRCs

<p><b>ELEMENTARY –</b> Clerks</p> <p>CRCs</p>	<p><i>Select 14 hours from the following:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Records Management Update (7)</li> <li><input type="checkbox"/> Strategies for Time Management (7)</li> <li><input type="checkbox"/> The 7 Habits of Highly Effective People (7)</li> <li><input type="checkbox"/> Catch the Energy, Release the Potential (3.5)</li> <li><input type="checkbox"/> It's All in the Organizing...(7)</li> <li><input type="checkbox"/> Creating a Safe and Welcoming Environment on Your Campus (3.5)</li> <li><input type="checkbox"/> Communication: The Power of Words (7)</li> <li><input type="checkbox"/> Dimensions of Behavior (7)</li> <li><input type="checkbox"/> Exceeding the Status Quo Through Integrity (7)</li> <li><input type="checkbox"/> MS Word 2007 for TAs and Campus Clerical Support Staff (3.5)</li> <li><input type="checkbox"/> Excel 2007 for TAs and Campus Clerical Support Staff (3.5)</li> <li><input type="checkbox"/> PowerPoint 2007 for TAs and Campus Clerical Support Staff (3.5)</li> <li><input type="checkbox"/> Google Docs for TAs and Campus Clerical Support Staff (3.5)</li> <li><input type="checkbox"/> StuSys Fundamentals (3.5)</li> <li><input type="checkbox"/> Oracle Discoverer (3.5)</li> <li><input type="checkbox"/> Oracle Error Free Payroll (3.5)</li> <li><input type="checkbox"/> Oracle iExpense (3.5)</li> <li><input type="checkbox"/> Oracle Purchase Requisitions (3.5)</li> <li><input type="checkbox"/> Oracle iProcurement (3.5)</li> <li><input type="checkbox"/> Oracle Budget Maintenance (3.5)</li> <li><input type="checkbox"/> Oracle Understanding Payroll (3.5)</li> <li><input type="checkbox"/> Texas Record Exchange [TREx], [CRCs] (1)</li> </ul>
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## 2009-2010 Mandatory Content Requirements Guide for Instructional Support Staff and Campus Support Staff

### Elementary Campus Support Staff – Office Managers

Office Managers	<p><b>NOTES:</b></p> <ul style="list-style-type: none"><li>• Employees on a 225-day contract can not accrue compensatory time when they attend mandatory staff development on a contract day. Compensatory time can only be accrued on a Saturday or, after the regular work day is completed, or outside of contract time.</li><li>• Mandatory Professional Development/Compensatory Time courses for office managers will be offered on September 19, 2009 and October 17, 2009.</li><li>• Office managers who do not complete their fourteen (14) hours of Mandatory Professional Development on September 19 and October 17 will attend training on the designated Districtwide Mandatory Content Professional Development days which are November 23 and November 24. Please note: November 23 and November 24 are not campus work days.</li></ul> <p><i>Select 14 hours from the following:</i></p> <ul style="list-style-type: none"><li>■ Communication: The Power of Words for Office Managers (7)</li><li>■ Strategies for Time Management for Office Managers (7)</li><li>■ It's All in the Organizing...[Office Managers] (7)</li><li>■ Exceeding the Status Quo Through Integrity for Office Managers (7)</li><li>■ Dimensions of Behavior for Office Managers (7)</li><li>■ Leading a Campus Office through Fierce Conversations for Office Managers (7)</li><li>■ Creating a Safe and Welcoming Environment on Your Campus (3.5)</li></ul>
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## 2009-2010 Mandatory Content Requirements Guide for Instructional Support Staff and Campus Support Staff

### Secondary Instructional Support Staff

Campus Monitors	<p><i>Select 14 hours from the following:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building Developmental Assets in School Communities (3.5)</li> <li><input type="checkbox"/> Creating a Safe and Welcoming Environment on Your Campus (3.5)</li> <li><input type="checkbox"/> Community Resources, Building Your Contacts (3.5)</li> <li><input type="checkbox"/> It's Not What You Say, But How You Say It (3.5)</li> <li><input type="checkbox"/> Basics for New Monitors (7)</li> <li><input type="checkbox"/> Experienced Campus Monitors (3.5)</li> </ul>
Library Clerks	<ul style="list-style-type: none"> <li><input type="checkbox"/> Librarian Summit (7); and</li> <li><input type="checkbox"/> Selection(s) as identified in the Library Media Services section within the <i>Other Campus Professionals Catalog</i> (7)</li> </ul>
Nurse Assistants/ Clinic Attendants	<p>Enroll in the following 14 hours content training as identified in the Health Services section within the <i>Other Campus Professionals catalog</i>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student Services Academy on Trauma (7) (Registration is on-site, not in Oracle)</li> <li><input type="checkbox"/> AHA Heartsaver CPR/AED Recertification (3.5)</li> <li><input type="checkbox"/> Medical Websites for Health Services Staff (3.5)</li> </ul>
Teacher Assistants: General Education/ ESL (Secondary)	<p><i>Select 14 hours from the following:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CHAMPs for Teacher Assistants (7)</li> <li><input type="checkbox"/> Teacher Assistant Orientation (7)</li> <li><input type="checkbox"/> Classroom Teams that Work (7)</li> <li><input type="checkbox"/> Maximize Tutoring Plans to Impact Student Success (7)</li> <li><input type="checkbox"/> College Access with Path to Scholarships®. Gr.5-12 (7)</li> <li><input type="checkbox"/> Grammar in the Workplace (7)</li> <li><input type="checkbox"/> Communication: The Power of Words (7)</li> <li><input type="checkbox"/> Dimensions of Behavior (7)</li> <li><input type="checkbox"/> Using Technology Effectively (7)</li> <li><input type="checkbox"/> MS Word 2007 for TAs and Campus Clerical Support Staff (3.5)</li> <li><input type="checkbox"/> Excel 2007 for TAs and Campus Clerical Support Staff (3.5)</li> <li><input type="checkbox"/> PowerPoint 2007 for TAs and Campus Clerical Support Staff (3.5)</li> <li><input type="checkbox"/> Google Docs for TAs and Campus Clerical Support Staff (3.5)</li> <li><input type="checkbox"/> StuSys Fundamentals (3.5)</li> </ul>

## 2009-2010 Mandatory Content Requirements Guide for Instructional Support Staff and Campus Support Staff

### ***Secondary Instructional Support Staff (Continued)***

<p>Teacher Assistants: Physical Education</p>	<p>Enroll in 14 hours of content training as identified in the Physical Education section within the <i>Enrichment Catalog</i>:</p> <p><i>Required Session:</i></p> <ul style="list-style-type: none"> <li>■ D.I.S.D. Keeping Kids Fit to Achieve! Conference – Day 1 (7)</li> </ul> <p><i>Select 7 hours from the following:</i></p> <ul style="list-style-type: none"> <li>■ D.I.S.D. Keeping Kids Fit to Achieve! Conference – Day 2 (7)</li> <li>■ CPR/AED/First Aid Provider Course (3.5)</li> <li>■ TAHPERD Summer Conference (7)</li> <li>■ TAHPERD Region 6 Workshop (7)</li> </ul>
<p>Activities for Daily Living (ADL) Teacher Assistants <i>(New to District/ Program)</i></p>	<ul style="list-style-type: none"> <li>■ Special Education Paraprofessional Foundations** (7)</li> <li>■ Positive Learning Environment* (7)</li> </ul> <p>*Course will be found in the <i>Special Education Catalog</i>. **Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Activities for Daily Living (ADL) Teacher Assistants <i>(Experienced)</i></p>	<ul style="list-style-type: none"> <li>■ Positive Learning Environment* (7)</li> <li>■ ADL Assessment* (3.5)</li> <li>■ ADL Assistive Technology* (3.5)</li> </ul> <p>*Course will be found in the <i>Special Education Catalog</i>.</p>
<p>Autism Teacher Assistants <i>(New to District/ Program)</i></p>	<ul style="list-style-type: none"> <li>■ Special Education Paraprofessional Foundations** (7)</li> <li>■ Enhancing Instruction for Paraprofessionals in the Autism Programs** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Autism Teacher Assistants <i>(Experienced)</i></p>	<p><i>Required Session:</i></p> <ul style="list-style-type: none"> <li>■ Enhancing Instruction for Paraprofessionals in the Autism Program** (7)</li> </ul> <p><i>Select 7 hours from the following:</i></p> <ul style="list-style-type: none"> <li>■ Basic Spanish for Paraprofessionals** (7)</li> <li>■ Technology in the Classroom II** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Behavior Program Teacher Assistants <i>(New to District/ Program)</i></p>	<ul style="list-style-type: none"> <li>■ Special Education Paraprofessional Foundations** (7)</li> <li>■ Overview of the Behavior Program* (7)</li> </ul> <p>*Course will be found in the <i>Special Education Catalog</i>. **Course will be found in the <i>Support Staff Catalog</i>.</p>

## 2009-2010 Mandatory Content Requirements Guide for Instructional Support Staff and Campus Support Staff

### Secondary Instructional Support Staff (Continued)

<p>Behavior Program (BP) Teacher Assistants (Experienced)</p>	<p><i>Required Sessions:</i></p> <ul style="list-style-type: none"> <li>■ Behavior Program Updates* (3.5)</li> <li>■ Review 360 for the Behavior Program** (3.5)</li> </ul> <p><i>Select 7 hours from the following:</i></p> <ul style="list-style-type: none"> <li>■ Basic Spanish for Paraprofessionals** (7)</li> <li>■ Technology in the Classroom II** (7)</li> </ul> <p>*Course will be found in the <i>Special Education Catalog</i>. **Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Deaf Education/ Speech Communication, Parent-Infant, Pre-School Teachers, Teacher Assistants and Interpreters (New to District/ Program)</p>	<ul style="list-style-type: none"> <li>■ Modifications and Accommodations (7)</li> <li>■ Special Education Paraprofessional Foundations** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Deaf Education/ Speech Communication, Parent-Infant, Pre-School Teachers, Teacher Assistants and Interpreters (Experienced)</p>	<p><i>(Teacher Assistants will be assigned to classes by Program Supervisor)</i></p> <ul style="list-style-type: none"> <li>■ Modifications/Accommodations to the Curriculum* (3.5)</li> <li>■ Deaf Education Early Childhood Updates* (3.5)</li> <li>■ Interpreter Training Workshop* (14)</li> <li>■ HOPE/Advanced Bionics* (7)</li> </ul> <p>*Course will be found in the <i>Special Education Catalog</i>.</p>
<p>Functional Living Skills (FLS) Teacher Assistants (New to District/ Program)</p>	<ul style="list-style-type: none"> <li>■ Special Education Paraprofessional Foundations** (7)</li> <li>■ R.I.G.O.R. for Paraprofessionals** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Functional Living Skills (FLS) Teacher Assistants (Experienced)</p>	<p><i>Required Session:</i></p> <ul style="list-style-type: none"> <li>■ R.I.G.O.R. for Paraprofessionals** (7)</li> </ul> <p><i>Select 7 hours from the following:</i></p> <ul style="list-style-type: none"> <li>■ Basic Spanish for Paraprofessionals** (7)</li> <li>■ Technology in the Classroom II** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>

## 2009-2010 Mandatory Content Requirements Guide for Instructional Support Staff and Campus Support Staff

### ***Secondary Instructional Support Staff (Continued)***

<p>Inclusion Teachers (New to District/ Program)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Special Education Paraprofessional Foundations** (7)</li> <li><input type="checkbox"/> Support for Student Learning** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Inclusion Teachers (Experienced)</p>	<p><i>Required Session:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Support for Student Learning** (7)</li> </ul> <p><i>Select 7 hours from the following:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Basic Spanish for Paraprofessionals** (7)</li> <li><input type="checkbox"/> Technology in the Classroom II** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>
<p>Job Coaches (Experienced)</p>	<p><i>Required Session:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Principles of Job Coaching** (7)</li> </ul> <p><i>Select 7 hours from the following:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Basic Spanish for Paraprofessionals** (7)</li> <li><input type="checkbox"/> Technology in the Classroom II** (7)</li> </ul> <p>**Course will be found in the <i>Support Staff Catalog</i>.</p>

## 2009-2010 Mandatory Content Requirements Guide for Instructional Support Staff and Campus Support Staff

### Secondary Campus Support Staff – Clerks/Data Controllers/Registrars

<p><b>SECONDARY –</b> Clerks</p> <p>Data Controllers</p> <p>Registrars</p>	<p><i>Select 14 hours from the following:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Records Management Update (7)</li> <li><input type="checkbox"/> Strategies for Time Management (7)</li> <li><input type="checkbox"/> The 7 Habits of Highly Effective People (7)</li> <li><input type="checkbox"/> Catch the Energy, Release the Potential (3.5)</li> <li><input type="checkbox"/> It's All in the Organizing...(7)</li> <li><input type="checkbox"/> Creating a Safe and Welcoming Environment on Your Campus (3.5)</li> <li><input type="checkbox"/> Communication: The Power of Words (7)</li> <li><input type="checkbox"/> Exceeding the Status Quo Through Integrity (7)</li> <li><input type="checkbox"/> MS Word 2007 for TAs and Campus Clerical Support Staff (3.5)</li> <li><input type="checkbox"/> Excel 2007 for TAs and Campus Clerical Support Staff (3.5)</li> <li><input type="checkbox"/> PowerPoint 2007 for TAs and Campus Clerical Support Staff (3.5)</li> <li><input type="checkbox"/> Google Docs for TAs and Campus Clerical Support Staff (3.5)</li> <li><input type="checkbox"/> Chancery SMS Overview and Navigation (3.5) [Secondary Data Controllers, Registrars, and Attendance Clerks]</li> <li><input type="checkbox"/> Chancery SMS Registration and Enrollment (3.5) [Secondary Registrars and Data Controllers]</li> <li><input type="checkbox"/> StuSys Fundamentals (3.5)</li> <li><input type="checkbox"/> Oracle Discoverer (3.5)</li> <li><input type="checkbox"/> Oracle Error Free Payroll (3.5)</li> <li><input type="checkbox"/> Oracle iExpense (3.5)</li> <li><input type="checkbox"/> Oracle Purchase Requisitions (3.5)</li> <li><input type="checkbox"/> Oracle iProcurement (3.5)</li> <li><input type="checkbox"/> Oracle Budget Maintenance (3.5)</li> <li><input type="checkbox"/> Oracle Understanding Payroll (3.5)</li> <li><input type="checkbox"/> Texas Record Exchange [TREx] (1) [Registrars]</li> </ul>
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# 2009-2010 Mandatory Content Requirements Guide for Instructional Support Staff and Campus Support Staff

## Secondary Campus Support Staff – Office Managers

Office Managers	<p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Employees on a 225-day contract can not accrue compensatory time when they attend mandatory staff development on a contract day. Compensatory time can only be accrued on a Saturday or, after the regular work day is completed, or outside of contract time.</li> <li>• Mandatory Professional Development/Compensatory Time courses for office managers will be offered on September 19, 2009 and October 17, 2009.</li> <li>• Office managers who do not complete their fourteen (14) hours of Mandatory Professional Development on September 19 and October 17 will attend training on the designated Districtwide Mandatory Content Professional Development days which are November 23 and November 24. Please note: November 23 and November 24 are not campus work days.</li> </ul> <p><i>Select 14 hours from the following:</i></p> <ul style="list-style-type: none"> <li>■ Communication: The Power of Words for Office Managers (7)</li> <li>■ Strategies for Time Management for Office Managers (7)</li> <li>■ It's All in the Organizing...[Office Managers] (7)</li> <li>■ Exceeding the Status Quo Through Integrity for Office Managers (7)</li> <li>■ Dimensions of Behavior for Office Managers (7)</li> <li>■ Leading a Campus Office through Fierce Conversations for Office Managers (7)</li> <li>■ Creating a Safe and Welcoming Environment on Your Campus (3.5)</li> </ul>
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