

## Campus Monitors

**BASICS FOR NEW CAMPUS MONITORS**

**Expected Outcome:** Understand the duties, legal implications, and safety issues at campus level. Understand their participation in creating a safe and welcoming environment.

**Audience:** 1st and 2nd year Campus Monitors

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 18-JUN-2009 - 18-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10743002   |

**BUILDING DEVELOPMENTAL ASSETS FOR CAMPUS MONITORS 2009**

**Expected Outcome:** Participants will learn about the 40 Developmental Assets and how to strengthen assets in students and adults.

**Audience:** Campus Monitors

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 28-JUL-2009 - 28-JUL-2009 | 08:00 - 11:30       | TOWNVIEW MAGNET CENTER | 10743001   |

**COMMUNITY RESOURCES: BUILDING YOUR CONTACTS**

**Expected Outcome:** Participants will receive a list of community resource websites, be able to enhance their knowledge and understanding of how to go about building community contacts.

**Audience:** Community Liaisons and Campus Monitors

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 29-JUL-2009 - 29-JUL-2009 | 12:30 - 16:00       | TOWNVIEW MAGNET CENTER | 10543030   |
| 04-AUG-2009 - 04-AUG-2009 | 08:00 - 11:30       | TOWNVIEW MAGNET CENTER | 10543031   |

## Campus Monitors

**CREATING A SAFE AND WELCOMING ENVIRONMENT ON YOUR CAMPUS**

**Expected Outcome:** Participants will know how to create a safe and welcoming environment on their campus.

**Audience:** Community Liaisons, Campus Monitors and Campus Support Staff

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 15-JUN-2009 - 15-JUN-2009 | 08:00 - 11:30       | TOWNVIEW MAGNET CENTER | 10543014   |
| 15-JUN-2009 - 15-JUN-2009 | 12:30 - 16:00       | TOWNVIEW MAGNET CENTER | 10543015   |
| 23-JUN-2009 - 23-JUN-2009 | 08:00 - 11:30       | TOWNVIEW MAGNET CENTER | 10543016   |
| 23-JUN-2009 - 23-JUN-2009 | 12:30 - 16:00       | TOWNVIEW MAGNET CENTER | 10543017   |
| 29-JUL-2009 - 29-JUL-2009 | 08:00 - 11:30       | TOWNVIEW MAGNET CENTER | 10543018   |
| 29-JUL-2009 - 29-JUL-2009 | 12:30 - 16:00       | TOWNVIEW MAGNET CENTER | 10543019   |
| 06-AUG-2009 - 06-AUG-2009 | 08:00 - 11:30       | TOWNVIEW MAGNET CENTER | 10543020   |
| 06-AUG-2009 - 06-AUG-2009 | 12:30 - 16:00       | TOWNVIEW MAGNET CENTER | 10543021   |
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 11:30       | TOWNVIEW MAGNET CENTER | 10543022   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 11:30       | TOWNVIEW MAGNET CENTER | 10543023   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 11:30       | TOWNVIEW MAGNET CENTER | 10543024   |

**EXPERIENCED CAMPUS MONITORS - CARING AND SHARING**

**Expected Outcome:** For monitors to understand the importance of their position in facility safety, have a better understanding of legal rules and regulations in working with students, parents, and staff and know the importance of understanding diversity.

**Audience:** Campus Monitors with 3+ years experience

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 17-JUN-2009 - 17-JUN-2009 | 12:30 - 16:00       | TOWNVIEW MAGNET CENTER | 10743003   |
| 29-JUL-2009 - 29-JUL-2009 | 08:00 - 11:30       | TOWNVIEW MAGNET CENTER | 10743004   |

**IT'S NOT WHAT YOU SAY, BUT HOW YOU SAY IT FOR COMM. LIAISONS & CAMPUS MONITORS**

**Expected Outcome:** This workshop will introduce community liaisons and campus monitors to proper choice of words to diffuse and prevent an altercation between students and adults.

**Audience:** Community Liaisons and Campus Monitors

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 15-JUN-2009 - 15-JUN-2009 | 12:30 - 16:00       | TOWNVIEW MAGNET CENTER | 10543036   |
| 24-JUN-2009 - 24-JUN-2009 | 08:00 - 11:30       | TOWNVIEW MAGNET CENTER | 10543037   |

## Campus Support

**CATCH THE ENERGY, RELEASE THE POTENTIAL 2009**

**Expected Outcome:** Participants will examine a set of simple, interconnected principles based on the FISH! Philosophy (PLAY, MAKE THEIR DAY, CHOOSE YOUR ATTITUDE, and BE THERE), and see a positive change in the relationships at work and at home. Through a focused blend of films, activities and sharing, this enjoyable workshop will help us all feel more alive and engaged in the work we do.

**Audience:** Campus Support Staff

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 06-AUG-2009 - 06-AUG-2009 | 08:00 - 11:30       | TOWNVIEW MAGNET CENTER | 10746001   |
| 06-AUG-2009 - 06-AUG-2009 | 12:30 - 16:00       | TOWNVIEW MAGNET CENTER | 10746002   |

**CHANCERY SMS -- OVERVIEW AND NAVIGATION**

**Expected Outcome:** To introduce the user to the basic functions of Chancery SMS.

**Audience:** Secondary principals, associate principals, assistant principals, data controllers, registrars, and attendance clerks

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location  | Class Code |
|---------------------------|---------------------|---|------------|
| 15-JUN-2009 - 15-JUN-2009 | 08:00 - 11:30       | ADMINISTRATION BUILDING, ROOM 204                         | 10721009   |
| 15-JUN-2009 - 15-JUN-2009 | 13:00 - 16:30       | ADMINISTRATION BUILDING, ROOM 204                         | 10721010   |
| 22-JUN-2009 - 22-JUN-2009 | 08:00 - 11:30       | ADMINISTRATION BUILDING, ROOM 204                         | 10721011   |
| 22-JUN-2009 - 22-JUN-2009 | 13:00 - 16:30       | ADMINISTRATION BUILDING, ROOM 204                         | 10721012   |
| 27-JUL-2009 - 27-JUL-2009 | 13:00 - 16:30       | SERVICE CENTER 2, 3701 S. LAMAR,<br>75215                 | 10721013   |
| 03-AUG-2009 - 03-AUG-2009 | 08:00 - 11:30       | SCHOOL SUPPORT SERVICE CENTER<br>(BUCKNER BLDG) 3RD FLOOR | 10721014   |

**CHANCERY SMS -- REGISTRATION & ENROLLMENT**

**Expected Outcome:** To introduce the user to the basic functions Registrations & Enrollment.

**Audience:** Registrars (Secondary)

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                          | Class Code |
|---------------------------|---------------------|-----------------------------------|------------|
| 18-JUN-2009 - 18-JUN-2009 | 08:00 - 11:30       | ADMINISTRATION BUILDING, ROOM 204 | 10721001   |
| 18-JUN-2009 - 18-JUN-2009 | 13:00 - 16:30       | ADMINISTRATION BUILDING, ROOM 204 | 10721002   |
| 25-JUN-2009 - 25-JUN-2009 | 08:00 - 11:30       | ADMINISTRATION BUILDING, ROOM 204 | 10721003   |
| 25-JUN-2009 - 25-JUN-2009 | 13:00 - 16:30       | ADMINISTRATION BUILDING, ROOM 204 | 10721004   |
| 30-JUL-2009 - 30-JUL-2009 | 08:00 - 11:30       | ADMINISTRATION BUILDING, ROOM 204 | 10721005   |
| 30-JUL-2009 - 30-JUL-2009 | 13:00 - 16:30       | ADMINISTRATION BUILDING, ROOM 204 | 10721006   |
| 06-AUG-2009 - 06-AUG-2009 | 08:00 - 11:30       | ADMINISTRATION BUILDING, ROOM 204 | 10721007   |
| 06-AUG-2009 - 06-AUG-2009 | 13:00 - 16:30       | ADMINISTRATION BUILDING, ROOM 204 | 10721008   |

## Campus Support

**EXCEEDING STATUS QUO THROUGH INTEGRITY**

**Expected Outcome:** Participants will become aware of the difference between poor and excellent work standards. They will learn about the value of being receptive to new ideas and will be able to express their views in a positive manner.

**Audience:** Clerks, CRC's, Data Controllers, Registrars

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 18-JUN-2009 - 18-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702016   |
| 04-AUG-2009 - 04-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702017   |

**IT'S ALL IN THE ORGANIZING...**

**Expected Outcome:** Support staff will learn to organize in a world that requires the ability to multi-task. Participants will learn to use organizational tools to assist them in organizing their work space, office, and personal life.

**Audience:** Clerks, CRC's, Data Controllers, and Registrars

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 06-AUG-2009 - 06-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702001   |

**ORACLE BUDGET MAINTENANCE 2009**

**Expected Outcome:** This course is designed to facilitate understanding of detail line codes segments, summary accounts, and summary objects codes for general ledger funds, and summary object codes for federal funds. Participants will learn about the detail fund account and how it relates to the summary fund account.

**Audience:** Office managers, financial clerks, budget specialists, administrative assistants

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                                    | Class Code |
|---------------------------|---------------------|---|------------|
| 25-JUN-2009 - 25-JUN-2009 | 13:00 - 16:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721030   |

**ORACLE DISCOVERER 2009**

**Expected Outcome:** This course introduces participants to the querying and reporting capabilities of Oracle Discoverer. Participants will learn how to create, modify, and refine ad hoc queries to access data in the district's systems. Participants will also learn how to present data graphically and how to format query results to create customized reports. In addition, how to create simple and advanced calculations to perform data analysis and create reports that answer a variety of business questions such as, year-to-year comparisons and ranking, will be covered.

**Audience:** Office managers, financial clerks, budget specialists, administrative assistants

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                                    | Class Code |
|---------------------------|---------------------|---|------------|
| 22-JUN-2009 - 22-JUN-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721025   |

## Campus Support

**ORACLE ERROR FREE PAYROLL**

**Expected Outcome:** This course will give a detailed overview of the various responsibilities of the payroll approver and timekeeper. Various reports will be reviewed to run and review payroll due dates, understanding an employee's timecard, legal aspects of payroll processing, and supplemental pay and secondary pay source set-up.

**Audience:** Office managers, financial clerks, budget specialists, administrative assistants

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                                    | Class Code |
|---------------------------|---------------------|---|------------|
| 23-JUN-2009 - 23-JUN-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721021   |
| 23-JUN-2009 - 23-JUN-2009 | 13:00 - 16:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721022   |
| 04-AUG-2009 - 04-AUG-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721023   |
| 04-AUG-2009 - 04-AUG-2009 | 13:00 - 16:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721024   |

**ORACLE IEXPENSE**

**Expected Outcome:** This course will provide training to Dallas Independent School District employees to help manage personal and professional mileage expenses for travel advances, reimbursements for local, and long distance travel.

**Audience:** Office managers, administrative assistants, financial clerks, budget specialists

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                                    | Class Code |
|---------------------------|---------------------|---|------------|
| 15-JUN-2009 - 15-JUN-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721019   |
| 27-JUL-2009 - 27-JUL-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721020   |

**ORACLE IPROCUREMENT 2009**

**Expected Outcome:** Before taking this course, you must be familiar with Oracle Purchase Requisitions. The iProcurement course instructs users of how to order products from outside vendors, run reports, and receive purchase orders

**PREREQUISITE:** Oracle Purchase Requisitions

**Audience:** Office managers, administrative assistants, financial clerks, budget specialists

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                                    | Class Code |
|---------------------------|---------------------|---|------------|
| 17-JUN-2009 - 17-JUN-2009 | 13:00 - 16:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721035   |
| 24-JUN-2009 - 24-JUN-2009 | 13:00 - 16:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721036   |
| 29-JUL-2009 - 29-JUL-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721037   |
| 06-AUG-2009 - 06-AUG-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721038   |

## Campus Support

**ORACLE PURCHASE REQUISITIONS 2009**

**Expected Outcome:** This course instructs participants on how to enter, change, cancel, and receive purchase requisition orders. This is a hands-on course, including practice exercises using multiple line codes, initiating check requests, and P1-Cs. This course will also cover the reports necessary to quick-track purchase requisitions.

**Audience:** Office managers, financial clerks, budget specialists, administrative assistants

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                                    | Class Code |
|---------------------------|---------------------|---|------------|
| 18-JUN-2009 - 18-JUN-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721015   |
| 24-JUN-2009 - 24-JUN-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721016   |
| 30-JUL-2009 - 30-JUL-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721017   |
| 05-AUG-2009 - 05-AUG-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721018   |

**ORACLE UNDERSTANDING PAYROLL 2009**

**Expected Outcome:** This course is a working lab, which includes payroll topics such as reporting biometric timecards, overtime, compensatory time, and supplemental pay. Hands-on exercises will cover maintaining and correcting employee's time and attendance.

**Audience:** Office managers, financial clerks, budget specialists, administrative assistants

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                                    | Class Code |
|---------------------------|---------------------|---|------------|
| 16-JUN-2009 - 16-JUN-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721026   |
| 16-JUN-2009 - 16-JUN-2009 | 13:00 - 16:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721027   |
| 28-JUL-2009 - 28-JUL-2009 | 08:00 - 11:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721028   |
| 28-JUL-2009 - 28-JUL-2009 | 13:00 - 16:30       | MINI TRAINING LAB/PORTABLE II, 3709<br>ROSS | 10721029   |

## Campus Support

**RECORDS MANAGEMENT UPDATE**

**Expected Outcome:** Participants will learn specific records management skills and requirements directly affecting job requirements. They will also learn organizational strategies to improve productivity.

**Audience:** Campus Support Staff - Gr. PK-12

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 15-JUN-2009 - 15-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10726001   |
| 16-JUN-2009 - 16-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10726002   |
| 17-JUN-2009 - 17-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10726003   |
| 23-JUN-2009 - 23-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10726004   |
| 24-JUN-2009 - 24-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10726005   |
| 04-AUG-2009 - 04-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10726006   |
| 05-AUG-2009 - 05-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10726007   |
| 06-AUG-2009 - 06-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10726008   |

**STRATEGIES FOR TIME MANAGEMENT**

**Expected Outcome:** Become organized. Manage your time to improve your efficiency and increase your effectiveness.

**Audience:** Clerks, CRC's, Data Controllers, and Registrars

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 25-JUN-2009 - 25-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702004   |
| 29-JUL-2009 - 29-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702005   |

**TEXAS RECORD EXCHANGE (TRES)**

**Expected Outcome:** This class is designed for the exchange of electronic student records, as mandated by the 79th Legislature, 3rd Called Session, 2006 (House Bill 1). By using the TRES application, school registrars have the capability to electronically request and receive student records for students who have attended or will be attending Texas public schools.

**Audience:** Campus Support Staff

**Staff Development Credit:** 1.0 Hours Optional PD Credit

| Start and End Dates       | Start and End Times | Location                          | Class Code |
|---------------------------|---------------------|-----------------------------------|------------|
| 03-AUG-2009 - 03-AUG-2009 | 08:00 - 09:00       | ADMINISTRATION BUILDING, ROOM 204 | 10721031   |
| 03-AUG-2009 - 03-AUG-2009 | 09:30 - 10:30       | ADMINISTRATION BUILDING, ROOM 204 | 10721032   |
| 03-AUG-2009 - 03-AUG-2009 | 13:00 - 14:00       | ADMINISTRATION BUILDING, ROOM 204 | 10721033   |

Campus Support

**THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE OVERVIEW 2009**

**Expected Outcome:** This intensive, one-day Franklin Covey workshop provides participants with a plan to fully integrate the 7 Habits of Highly Effective People-- 1) Be Proactive, 2) Begin with the End in Mind, 3) Put First Things First, 4) Think Win-Win, 5) Seek First to Understand then To Be Understood, 6) Synergize, 7) Sharpen the Saw

**Audience:** Campus Support Staff

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 24-JUN-2009 - 24-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10746003   |

## Office Managers

**COMMUNICATION: THE POWER OF WORDS FOR OFFICE MANAGERS**

**Expected Outcome:** Participants will acquire the skills to choose their words wisely when working with the public. They will learn to be conscious of the fact that our words affect how others think and feel and that choosing our words for positive results takes discipline. They will also choose words that enhance relations and situations with difficult people.

**Audience:** Office Managers ONLY

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702014   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702015   |

**DIMENSIONS OF BEHAVIOR FOR OFFICE MANAGERS**

**Expected Outcome:** Participants will develop strategies to maximize productivity and teamwork in the educational setting. Improve communication with students, parents, and staff

**Audience:** Office Managers ONLY

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702010   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702011   |

**EXCEEDING STATUS QUO THROUGH INTEGRITY FOR OFFICE MANAGERS**

**Expected Outcome:** Participants will become aware of the difference between poor and excellent work standards. They will learn about the value of being receptive to new ideas and will be able to express their views in a positive manner.

**Audience:** Office Managers ONLY

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 24-NOV-2009 - 24-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702018   |

**IT'S ALL IN THE ORGANIZING...(OFFICE MANAGERS)**

**Expected Outcome:** Office Managers will learn to organize in a world that requires the ability to multi-task. Participants will learn to use organizational tools to assist them in organizing their work space, office, and personal life.

**Audience:** Office Managers ONLY

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702002   |
| 24-NOV-2009 - 24-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702003   |

## Office Managers

**LEADING A CAMPUS OFFICE THROUGH FIERCE CONVERSATIONS FOR OFFICE MANAGERS**

**Expected Outcome:** Office Managers at DISD campuses will learn how to provide and guide Fierce Conversations © as a model for leadership in their offices.

**Audience:** Office Managers ONLY

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| <b>Start and End Dates</b> | <b>Start and End Times</b> | <b>Location</b>        | <b>Class Code</b> |
|----------------------------|----------------------------|------------------------|-------------------|
| 19-SEP-2009 - 19-SEP-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10746004          |
| 17-OCT-2009 - 17-OCT-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10746005          |

**STRATEGIES FOR TIME MANAGEMENT FOR OFFICE MANAGERS**

**Expected Outcome:** Become organized. Manage your time to improve your efficiency and increase your effectiveness.

**Audience:** Office Managers ONLY

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| <b>Start and End Dates</b> | <b>Start and End Times</b> | <b>Location</b>        | <b>Class Code</b> |
|----------------------------|----------------------------|------------------------|-------------------|
| 17-OCT-2009 - 17-OCT-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10702006          |
| 24-NOV-2009 - 24-NOV-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10702007          |

## Teacher Assistants

**CHAMPS FOR TEACHER ASSISTANTS 2009**

**Expected Outcome:** Teacher Assistants will demonstrate skills to assist the classroom teacher and school administration in the correction of inappropriate behavior of students.

**Audience:** Teacher Assistants, Gr. K-12

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| <b>Start and End Dates</b> | <b>Start and End Times</b> | <b>Location</b>        | <b>Class Code</b> |
|----------------------------|----------------------------|------------------------|-------------------|
| 15-JUN-2009 - 15-JUN-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846014          |
| 16-JUN-2009 - 16-JUN-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846015          |
| 22-JUN-2009 - 22-JUN-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846016          |
| 23-JUN-2009 - 23-JUN-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846017          |
| 27-JUL-2009 - 27-JUL-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846018          |
| 28-JUL-2009 - 28-JUL-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846019          |
| 29-JUL-2009 - 29-JUL-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846020          |
| 03-AUG-2009 - 03-AUG-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846021          |
| 04-AUG-2009 - 04-AUG-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846022          |
| 05-AUG-2009 - 05-AUG-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846023          |
| 19-SEP-2009 - 19-SEP-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846024          |
| 17-OCT-2009 - 17-OCT-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846025          |
| 23-NOV-2009 - 23-NOV-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846026          |
| 24-NOV-2009 - 24-NOV-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846027          |

## Teacher Assistants

**CLASSROOMS TEAMS THAT WORK**

**Expected Outcome:** Participants will be able to understand what makes a good team and how to be a good team member, understand the roles and responsibilities of the team; they will learn techniques for good communication skills and learn how to address issues and problems that may arise between team members.

**Audience:** Teacher Assistants, Gr. K-12

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 15-JUN-2009 - 15-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801001   |
| 17-JUN-2009 - 17-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801002   |
| 18-JUN-2009 - 18-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801003   |
| 23-JUN-2009 - 23-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801004   |
| 25-JUN-2009 - 25-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801005   |
| 27-JUL-2009 - 27-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801006   |
| 29-JUL-2009 - 29-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801007   |
| 03-AUG-2009 - 03-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801008   |
| 04-AUG-2009 - 04-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801009   |
| 05-AUG-2009 - 05-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801010   |
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801011   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801012   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801013   |
| 24-NOV-2009 - 24-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801014   |

**COLLEGE ACCESS WITH PATH TO SCHOLARSHIPS ®**

**Expected Outcome:** Support staff trained with Path to Scholarships® will be empowered to open a dialogue with students through career, college and scholarship planning step-by-step. Support staff will be able to guide students and tutor them on the topic of accessing college.

**Audience:** Teacher Assistants, Gr. K-12

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 05-AUG-2009 - 05-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10802001   |
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10802002   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10802003   |

## Teacher Assistants

**GRAMMAR IN THE WORKPLACE**

**Expected Outcome:** Participants will identify and understand the most common grammatical errors in speaking and writing. Improve spoken and written communication by avoiding common errors.

**Audience:** Teacher Assistants, Gr. K-12

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 28-JUL-2009 - 28-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10802004   |
| 04-AUG-2009 - 04-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10802005   |
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10802006   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10802007   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10802008   |
| 24-NOV-2009 - 24-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10802009   |

**MAXIMIZE TUTORING PLANS TO IMPACT STUDENT SUCCESS**

**Expected Outcome:** Participants will be able to analyze testing data and identify areas needed for improvement in Reading, Math, Writing, and Science and then learn tutoring strategies to strengthen those areas of need.

**Audience:** Teacher Assistants, Gr. 1-12

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 17-JUN-2009 - 17-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846001   |
| 18-JUN-2009 - 18-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846002   |
| 24-JUN-2009 - 24-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846003   |
| 25-JUN-2009 - 25-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846004   |
| 29-JUL-2009 - 29-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846005   |
| 30-JUL-2009 - 30-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846006   |
| 03-AUG-2009 - 03-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846007   |
| 04-AUG-2009 - 04-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846008   |
| 05-AUG-2009 - 05-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846009   |
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846010   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846011   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846012   |
| 24-NOV-2009 - 24-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10846013   |

## Teacher Assistants

**USING TECHNOLOGY EFFECTIVELY FOR TEACHER ASSISTANTS 2009**

**Expected Outcome:** Teacher Assistants will demonstrate the use of technology skills to assist the classroom teacher in areas such as tutoring, records management, data collection, handouts, and presentations.

**Audience:** Teacher Assistants, Gr. 1-12

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| <b>Start and End Dates</b> | <b>Start and End Times</b> | <b>Location</b>        | <b>Class Code</b> |
|----------------------------|----------------------------|------------------------|-------------------|
| 15-JUN-2009 - 15-JUN-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846028          |
| 22-JUN-2009 - 22-JUN-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846029          |
| 23-JUN-2009 - 23-JUN-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846030          |
| 24-JUN-2009 - 24-JUN-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846031          |
| 28-JUL-2009 - 28-JUL-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846032          |
| 29-JUL-2009 - 29-JUL-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846033          |
| 04-AUG-2009 - 04-AUG-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846034          |
| 05-AUG-2009 - 05-AUG-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846035          |
| 19-SEP-2009 - 19-SEP-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846036          |
| 17-OCT-2009 - 17-OCT-2009  | 08:00 - 16:00              | TOWNVIEW MAGNET CENTER | 10846037          |

## Teacher Assistants/Campus Support

**COMMUNICATION: THE POWER OF WORDS**

**Expected Outcome:** Participants will acquire the skills to choose their words wisely when working with the public. They will learn to be conscious of the fact that our words affect how others think and feel and that choosing our words for positive results takes discipline. They will also choose words that enhance relations and situations with difficult people.

**Audience:** Teacher Assistants, Clerks, CRC's, Data Controllers, and Registrars

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 16-JUN-2009 - 16-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702012   |
| 28-JUL-2009 - 28-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702013   |

**DIMENSIONS OF BEHAVIOR**

**Expected Outcome:** Participants will develop strategies to maximize productivity and teamwork in the educational setting. Improve communication with students, parents, and staff

**Audience:** Teacher Assistants, Clerks, CRC's, Data Controllers, and Registrars

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 24-JUN-2009 - 24-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702008   |
| 30-JUL-2009 - 30-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10702009   |

**EXCEL 2007 FOR TEACHER ASSISTANTS AND CAMPUS SUPPORT STAFF**

**Expected Outcome:** Teacher Assistants and Campus Support Staff will learn how to use basic features of Excel 2007. Navigating using the Microsoft ribbon and locating "typical" tasks will be discussed. Participants will learn how to create basic formulas that are relevant to their job duties. Participants will also preview various templates (both on the computer and online) that can be used.

**Audience:** Teacher Assistants and Campus Support Staff

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location  | Class Code |
|---------------------------|---------------------|---|------------|
| 23-JUN-2009 - 23-JUN-2009 | 08:00 - 11:30       | SCHOOL SUPPORT SERVICE CENTER<br>(BUCKNER BLDG) 3RD FLOOR | 10734003   |
| 21-JUL-2009 - 21-JUL-2009 | 08:00 - 11:30       | SCHOOL SUPPORT SERVICE CENTER<br>(BUCKNER BLDG) 3RD FLOOR | 10734004   |

## Teacher Assistants/Campus Support

**GOOGLE DOCS FOR TEACHER ASSISTANTS AND CAMPUS SUPPORT STAFF**

**Expected Outcome:** Google Docs is a free web based word processor, spreadsheet and presentation application offered by Google. Participants will learn how to create and edit documents online while collaborating in real-time with other users. This is a great resource and method for collecting information accomplishing many tasks relevant to Teacher Assistants and Campus Support Staff.

**Audience:** Campus Support Staff and Teacher Assistants

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location  | Class Code |
|---------------------------|---------------------|---|------------|
| 23-JUN-2009 - 23-JUN-2009 | 12:30 - 16:00       | SCHOOL SUPPORT SERVICE CENTER<br>(BUCKNER BLDG) 3RD FLOOR | 10734001   |
| 20-JUL-2009 - 20-JUL-2009 | 12:30 - 16:00       | SCHOOL SUPPORT SERVICE CENTER<br>(BUCKNER BLDG) 3RD FLOOR | 10734002   |

**MS WORD 2007 FOR TEACHER ASSISTANTS AND CAMPUS SUPPORT STAFF**

**Expected Outcome:** Participants will learn how to use basic features of Word 2007 to create products and assist with various duties. Word 2007 is a dramatic change from previous versions of Word. You will learn basic skills such as formatting text inserting graphics/pictures/WordArt, changing margins, working headers/footers, and printing. Participants will also preview various templates (both on the computer and online) that can be used. NOTE: PARTICIPANTS ARE EXPECTED TO HAVE BASIC TECHNOLOGY KNOWLEDGE AND SKILLS BEFORE ATTENDING THIS CLASS.

**Audience:** Teacher Assistants and Campus Support Staff

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location  | Class Code |
|---------------------------|---------------------|---|------------|
| 22-JUN-2009 - 22-JUN-2009 | 08:00 - 11:30       | SCHOOL SUPPORT SERVICE CENTER<br>(BUCKNER BLDG) 3RD FLOOR | 10734007   |
| 21-JUL-2009 - 21-JUL-2009 | 12:30 - 16:00       | SCHOOL SUPPORT SERVICE CENTER<br>(BUCKNER BLDG) 3RD FLOOR | 10734008   |

**POWERPOINT 2007 FOR TEACHER ASSISTANTS AND CAMPUS SUPPORT STAFF**

**Expected Outcome:** Participants will gain knowledge of the new features of PowerPoint 2007; practice creating slideshows in PowerPoint; learn how PowerPoint 2007 can help them be more productive.

**Audience:** Teacher Assistants and Campus Support Staff

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location  | Class Code |
|---------------------------|---------------------|---|------------|
| 22-JUN-2009 - 22-JUN-2009 | 12:30 - 16:00       | SCHOOL SUPPORT SERVICE CENTER<br>(BUCKNER BLDG) 3RD FLOOR | 10734005   |
| 20-JUL-2009 - 20-JUL-2009 | 08:00 - 11:30       | SCHOOL SUPPORT SERVICE CENTER<br>(BUCKNER BLDG) 3RD FLOOR | 10734006   |

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|-----------------------------------|
| Teacher Assistants/Campus Support |
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**STUSYS FUNDAMENTALS 2009**

**Expected Outcome:** This course will introduce the user to the basic functions of the student records system. Login procedures, program/screen navigation techniques, and various search techniques will be reviewed in detail. Participants will learn how to access student information (demographic data, household, immunization, schedule, attendance, grades) and print various reports.

**Audience:** Data controllers, office managers, registrars, attendance clerks, teacher assistants, or other administrative personnel with a login to the Student Record System

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                          | Class Code |
|---------------------------|---------------------|-----------------------------------|------------|
| 27-JUL-2009 - 27-JUL-2009 | 08:00 - 11:30       | ADMINISTRATION BUILDING, ROOM 204 | 10721034   |

**TEACHER ASSISTANT ORIENTATION 2009**

**Expected Outcome:** Participants will become familiar with district expectations and have important contact information when assistance is needed. In addition, the participants will understand the importance of their job assignment in the educational process and success of the Dallas ISD students.

**Audience:** Teacher Assistants, Gr. K-12 and Campus Support Staff

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 15-JUN-2009 - 15-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801015   |
| 17-JUN-2009 - 17-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801016   |
| 18-JUN-2009 - 18-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801017   |
| 23-JUN-2009 - 23-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801018   |
| 25-JUN-2009 - 25-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801019   |
| 27-JUL-2009 - 27-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801020   |
| 29-JUL-2009 - 29-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801021   |
| 03-AUG-2009 - 03-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801022   |
| 04-AUG-2009 - 04-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801023   |
| 05-AUG-2009 - 06-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801024   |
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801025   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801026   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801027   |
| 24-NOV-2009 - 24-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10801028   |

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| Teacher Assistants/MLEP |
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### PROVIDING LANGUAGE AND LITERACY SUPPORT TO ELLS (GRADES K-6, BIL/ESL TA's)

**Expected Outcome:** Participants will engage in best practices to support the language and literacy development of English Language Learners.

**Audience:** Bilingual/ESL Teacher Assistants

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location               | Class Code |
|---------------------------|---------------------|------------------------|------------|
| 17-JUN-2009 - 17-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841001   |
| 18-JUN-2009 - 18-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841002   |
| 22-JUN-2009 - 22-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841003   |
| 23-JUN-2009 - 23-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841004   |
| 24-JUN-2009 - 24-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841005   |
| 25-JUN-2009 - 25-JUN-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841006   |
| 27-JUL-2009 - 27-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841007   |
| 28-JUL-2009 - 28-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841008   |
| 29-JUL-2009 - 29-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841009   |
| 30-JUL-2009 - 30-JUL-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841010   |
| 03-AUG-2009 - 03-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841011   |
| 04-AUG-2009 - 04-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841012   |
| 05-AUG-2009 - 05-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841013   |
| 06-AUG-2009 - 06-AUG-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841014   |
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841015   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841016   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841017   |
| 24-NOV-2009 - 24-NOV-2009 | 08:00 - 16:00       | TOWNVIEW MAGNET CENTER | 10841018   |

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| Teacher Assistants/Special Education |
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### **BASIC SPANISH FOR PARAPROFESSIONALS**

**Expected Outcome:** Participants will gain basic knowledge in selected Spanish words and phrases.

**Audience:** Paraprofessionals in Special Education

**Staff Development Credit:** 7.0 Hours Optional PD Credit

| <b>Start and End Dates</b> | <b>Start and End Times</b> | <b>Location</b>           | <b>Class Code</b> |
|----------------------------|----------------------------|---------------------------|-------------------|
| 17-JUN-2009 - 17-JUN-2009  | 08:00 - 16:00              | T.W. BROWNE MIDDLE SCHOOL | 10856006          |
| 22-JUN-2009 - 22-JUN-2009  | 08:00 - 16:00              | T.W. BROWNE MIDDLE SCHOOL | 10856007          |
| 25-JUN-2009 - 25-JUN-2009  | 08:00 - 16:00              | T.W. BROWNE MIDDLE SCHOOL | 10856008          |
| 27-JUL-2009 - 27-JUL-2009  | 08:00 - 16:00              | T.W. BROWNE MIDDLE SCHOOL | 10856009          |
| 17-OCT-2009 - 17-OCT-2009  | 08:00 - 16:00              | T.W. BROWNE MIDDLE SCHOOL | 10856010          |
| 23-NOV-2009 - 23-NOV-2009  | 08:00 - 16:00              | T.W. BROWNE MIDDLE SCHOOL | 10856011          |

### **BEST PRACTICES IN EARLY CHILDHOOD FOR PPCD TEACHER ASSISTANTS**

**Expected Outcome:** Participants will learn strategies for working with children in PPCD and best practices for supporting PPCD teachers.

**Audience:** PPCD Teacher Assistants

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| <b>Start and End Dates</b> | <b>Start and End Times</b> | <b>Location</b>           | <b>Class Code</b> |
|----------------------------|----------------------------|---------------------------|-------------------|
| 17-JUN-2009 - 17-JUN-2009  | 08:00 - 16:00              | T.W. BROWNE MIDDLE SCHOOL | 10856029          |
| 29-JUL-2009 - 29-JUL-2009  | 08:00 - 16:00              | T.W. BROWNE MIDDLE SCHOOL | 10856030          |
| 19-SEP-2009 - 19-SEP-2009  | 08:00 - 16:00              | T.W. BROWNE MIDDLE SCHOOL | 10856032          |
| 17-OCT-2009 - 17-OCT-2009  | 08:00 - 16:00              | T.W. BROWNE MIDDLE SCHOOL | 10856033          |

### **ENHANCING INSTRUCTION FOR PARAPROFESSIONALS IN THE AUTISM PROGRAM**

**Expected Outcome:** Paraprofessionals working the Autism Program will be able to develop supplementary instructional materials necessary to enhance student learning.

**Audience:** Paraprofessionals working in the Autism Program Classrooms

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| <b>Start and End Dates</b> | <b>Start and End Times</b> | <b>Location</b>                          | <b>Class Code</b> |
|----------------------------|----------------------------|--|-------------------|
| 22-JUN-2009 - 22-JUN-2009  | 08:00 - 16:00              | PEGASUS BUILDING-5TH FLOOR, 912 S. ERVAY | 10859001          |
| 27-JUL-2009 - 27-JUL-2009  | 08:00 - 16:00              | PEGASUS BUILDING-5TH FLOOR, 912 S. ERVAY | 10859002          |
| 03-AUG-2009 - 03-AUG-2009  | 08:00 - 16:00              | PEGASUS BUILDING-5TH FLOOR, 912 S. ERVAY | 10859003          |
| 19-SEP-2009 - 19-SEP-2009  | 08:00 - 16:00              | PEGASUS BUILDING, 912 S. ERVAY           | 10859004          |
| 17-OCT-2009 - 17-OCT-2009  | 08:00 - 16:00              | PEGASUS BUILDING, 912 S. ERVAY           | 10859005          |
| 24-NOV-2009 - 24-NOV-2009  | 08:00 - 16:00              | PEGASUS BUILDING, 912 S. ERVAY           | 10859006          |

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| Teacher Assistants/Special Education |
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**PRINCIPLES OF JOB COACHING**

**Expected Outcome:** Implementation of vocational program objectives and instructional strategies.

**Audience:** Must be employed as a Special Education Vocational Job Coach (Itinerant)

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                  | Class Code |
|---------------------------|---------------------|---------------------------|------------|
| 22-JUN-2009 - 22-JUN-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10865001   |
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10865002   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10865003   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10865004   |
| 24-NOV-2009 - 24-NOV-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10865005   |

**R.I.G.O.R. FOR PARAPROFESSIONALS**

**Expected Outcome:** Participants will receive further training emphasizing the Program standards for FLS.

**Audience:** All FLS paraprofessionals hired prior to the 2009-2010 school year.

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                                  | Class Code |
|---------------------------|---------------------|---|------------|
| 23-JUN-2009 - 23-JUN-2009 | 08:00 - 16:00       | PEGASUS BUILDING, 912 S. ERVAY, 5TH FLOOR | 10859007   |
| 25-JUN-2009 - 25-JUN-2009 | 08:00 - 16:00       | PEGASUS BUILDING, 912 S. ERVAY, 5TH FLOOR | 10859008   |
| 29-JUL-2009 - 29-JUL-2009 | 08:00 - 16:00       | TBD                                       | 10859009   |
| 03-AUG-2009 - 03-AUG-2009 | 08:00 - 16:00       | TBD                                       | 10859010   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 16:00       | TBD                                       | 10859011   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 16:00       | TBD                                       | 10859012   |

**SPECIAL EDUCATION ELEMENTARY PROGRAMS: TEACHER ASSISTANT BEST PRACTICES**

**Expected Outcome:** Workshop will provide a "tool kit" of strategies through differentiated instruction, accommodations, modifications and technology for use in the general education setting across content.

**Audience:** Teacher Assistants Mandatory for Only Elem. Special Ed. In-class support and specialized support teacher assistants (NOT for Low-incidence service providers)

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                                 | Class Code |
|---------------------------|---------------------|--|------------|
| 25-JUN-2009 - 25-JUN-2009 | 08:00 - 16:00       | PEGASUS BUILDING-5TH FLOOR, 912 S. ERVAY | 10856024   |
| 04-AUG-2009 - 04-AUG-2009 | 08:00 - 16:00       | PEGASUS BUILDING-5TH FLOOR, 912 S. ERVAY | 10856025   |
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 16:00       | TBD                                      | 10856026   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 16:00       | TBD                                      | 10856027   |
| 24-NOV-2009 - 24-NOV-2009 | 08:00 - 16:00       | TBD                                      | 10856028   |

## Teacher Assistants/Special Education

**SPECIAL EDUCATION PARAPROFESSIONAL FOUNDATIONS 2009**

**Expected Outcome:** Paraprofessionals will gain specific training in what their role and responsibilities are in assisting and supporting the classroom teacher.

**Audience:** Paraprofessionals new to the district or new to the Special Education Department.

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                  | Class Code |
|---------------------------|---------------------|---------------------------|------------|
| 15-JUN-2009 - 15-JUN-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856001   |
| 24-JUN-2009 - 24-JUN-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856002   |
| 28-JUL-2009 - 28-JUL-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856003   |
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856004   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856005   |

**SUPPORT FOR STUDENT LEARNING**

**Expected Outcome:** Paraprofessionals will explore their role in the teaching and learning process across content areas. Participants will learn how to select and utilize modifications/accommodations in accordance with student need supporting independence in student learning.

**Audience:** Special Education Teacher Assistants --Secondary Inclusion

**Staff Development Credit:** 7.0 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                  | Class Code |
|---------------------------|---------------------|---------------------------|------------|
| 17-JUN-2009 - 17-JUN-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856018   |
| 24-JUN-2009 - 24-JUN-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856019   |
| 29-JUL-2009 - 29-JUL-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856034   |
| 05-AUG-2009 - 05-AUG-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856035   |
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856020   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856021   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856022   |
| 24-NOV-2009 - 24-NOV-2009 | 08:00 - 16:00       | T.W. BROWNE MIDDLE SCHOOL | 10856023   |

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| Teacher Assistants/Special Education |
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## TECHNOLOGY IN THE CLASSROOM II

**Expected Outcome:** Paraprofessionals will gain basic knowledge of various computer applications.

**Audience:** Paraprofessionals in Special Education

**Staff Development Credit:** 7.0 Hours Optional PD Credit

| Start and End Dates       | Start and End Times | Location                                  | Class Code |
|---------------------------|---------------------|---|------------|
| 16-JUN-2009 - 16-JUN-2009 | 08:00 - 16:00       | PEGASUS BUILDING, 912 S. ERVAY, 3RD FLOOR | 10856012   |
| 18-JUN-2009 - 18-JUN-2009 | 08:00 - 16:00       | PEGASUS BUILDING, 912 S. ERVAY, 3RD FLOOR | 10856013   |
| 23-JUN-2009 - 23-JUN-2009 | 08:00 - 16:00       | PEGASUS BUILDING, 912 S. ERVAY, 3RD FLOOR | 10856014   |
| 28-JUL-2009 - 28-JUL-2009 | 08:00 - 16:00       | PEGASUS BUILDING, 912 S. ERVAY, 3RD FLOOR | 10856015   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 16:00       | PEGASUS BUILDING, 912 S. ERVAY, 3RD FLOOR | 10856016   |
| 24-NOV-2009 - 24-NOV-2009 | 08:00 - 16:00       | PEGASUS BUILDING, 912 S. ERVAY, 3RD FLOOR | 10856017   |

## REVIEW 360 FOR BEHAVIOR PROGRAM TEACHER ASSISTANTS

**Expected Outcome:** Participants will be able to electronically monitor and track students' behavioral progress and data through the use of an online behavioral tracking program.

**Audience:** Behavioral Program Teacher Assistants

**Staff Development Credit:** 3.5 Hours Compensatory Time/Mandatory PD Credit

| Start and End Dates       | Start and End Times | Location                  | Class Code |
|---------------------------|---------------------|---------------------------|------------|
| 17-JUN-2009 - 17-JUN-2009 | 08:00 - 11:30       | T.W. BROWNE MIDDLE SCHOOL | 10859019   |
| 30-JUL-2009 - 30-JUL-2009 | 08:00 - 11:30       | T.W. BROWNE MIDDLE SCHOOL | 10859020   |
| 19-SEP-2009 - 19-SEP-2009 | 08:00 - 11:30       | T.W. BROWNE MIDDLE SCHOOL | 10859021   |
| 17-OCT-2009 - 17-OCT-2009 | 08:00 - 11:30       | T.W. BROWNE MIDDLE SCHOOL | 10859022   |
| 23-NOV-2009 - 23-NOV-2009 | 08:00 - 11:30       | T.W. BROWNE MIDDLE SCHOOL | 10859023   |
| 24-NOV-2009 - 24-NOV-2009 | 08:00 - 11:30       | T.W. BROWNE MIDDLE SCHOOL | 10859024   |